

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

STATE BOARD OF EDUCATION

ARNOLD G. HYNDMANBelvidere
President

DEBRA CASHA.....Kinnelon
Vice President

MARGARET F. BARTLETT.....Pine Beach

RONALD K. BUTCHERPitman

MAUD DAHMEFlemington

KATHLEEN A. DIETZ.....Hillsborough

ANNE S. DILLMANPerth Amboy

ORLANDO EDREIRAElizabeth

JOHN A. GRIFFITHMontclair

THELMA NAPOLEON-SMITHTrenton

SAMUEL J. PODIETZLumberton

EDWARD M. TAYLOR.....Somerdale

ROBERTA VAN ANDA.....Rumson

William L. Librera, Ed.D., Commissioner
Secretary, State Board of Education

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

TABLE OF CONTENTS

TOPIC	PAGE
<i>Section One:</i>	
The New Jersey Charter Schools Initiative.....	3
Charter School Program Act of 1995 and Administrative Code, Charter Schools.....	4
<i>Section Two:</i>	
Application Instructions.....	10
Technical Assistance Sessions	14
Application Review and Approval Process	15
<i>Section Three:</i>	
2004 Application Summary	18
2004 Grade-Level Summary.....	19
Part 1: Implementation Plan.....	21
Part 2: Financial Plan	49
<i>Section Four:</i>	
<i>Appendices</i>	
♦ Charter School Program Act of 1995.....	A-71
♦ New Jersey Administrative Code, Charter Schools.....	B-80
♦ Streamline Tenure Guidelines	C-97
♦ Frequently Asked Questions about Charter Schools.....	D-100
♦ List of Occupational Instruction Areas.....	E-118
♦ Resources.....	F-119
♦ Charter Schools Proposed Code	
♦ Directory of New Jersey Approved Charter Schools	
♦ New Jersey State Department of Education	
♦ State and National Contacts	
♦ New Jersey Administrative Code, Student Transportation--Charter Schools.....	G-135
<i>Section Five:</i>	
Charter School Start-up Grant Information.....	H-138

<p>2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

The New Jersey Charter Schools Initiative

On January 11, 1996, *The Charter School Program Act of 1995* was signed into law enabling the creation of new types of schools which provide parents and students with a variety of educational options. Additionally, the primary purpose of charter schools is to stimulate reform in the public school system. In 1997, the first group of charter schools was approved by the New Jersey Department of Education.

New Jersey became the 20th state to allow for the establishment of charter schools. During the first eight years of implementation of the legislation, the State Department of Education received 221 charter school applications. Currently there are 54 approved charter schools in 14 counties in the state. There are 48 charter schools operating during the 2003-04 school year serving approximately 14,000 students. An additional five charter schools are scheduled to open in September 2004 and one school requested a planning year for 2004-05.

This *2004 New Jersey Charter School Application* booklet provides guidance for a charter school applicant to plan properly for a proposed charter school. Based on the established timelines for this application cycle, a proposed charter school should write an application for a starting date of the 2005-06 school year. If approved, the first year of the charter may be designated as one for teaching students or one for a planning year that is followed by four operational years with the teaching of students to begin with the 2006-07 school year.

Charter schools hold the promise of creating a new kind of publicly funded school. Charter schools break the traditional mold in an effort to help children achieve at higher levels. The introduction of charter schools is not just part of an isolated reform effort, but is one strategy in a broader effort to improve student achievement. The charter school program enables teachers, parents, community leaders, private entities and institutions of higher education to take the lead in designing public schools that will provide unique and innovative approaches toward educational excellence and equity.

Charter School Program Act of 1995 and Administrative Code, Charter Schools

The Charter School Program Act of 1995 (P.L. 1995 c. 426, N.J.S.A. 18A:36A), effective January 11, 1996 and amended November 2000, authorizes the Commissioner of Education to establish a charter school program. The Commissioner has the authority to grant a charter for a four-year period which may then be renewed for a five-year period. A copy of *The Charter School Program Act of 1995*, as amended November 2000, appears in Appendix A.

The New Jersey Administrative Code, Charter Schools (N.J.A.C. 6A:11), as amended October 2000 and November 2002, is found in Appendix B and provides the regulations to implement *The Charter School Program Act of 1995*. The Act and the regulations are critical documents needed for developing a charter school application.

A description of financial operations as defined in *The Charter School Program Act of 1995* and the *Administrative Code, Charter Schools* is found in Part 2: Financial Plan. Other major highlights of *The Charter School Program Act of 1995* follow Part 2 of this application.

Charter School Definition

A charter school is a public school that:

- ◆ has a charter granted by the Commissioner of Education;
- ◆ operates independently of a district board(s) of education;
- ◆ is managed by a board of trustees deemed to be public agents authorized by the State Board of Education to supervise and control the school; and
- ◆ is open to all students.

Establishment and Eligibility

A charter school can be established by teaching staff members, parents with children attending the schools of the district board(s) of education or a combination of teaching staff members and parents. An institution of higher education or a private entity located within the state, in conjunction with teaching staff members and parents with children attending the schools of the district board(s) of education, may establish a charter school. However, a private entity cannot constitute a majority of the trustees of a charter school, cannot realize a net profit from operating a charter school and cannot use the name of the entity in the name of a charter school.

A private or parochial school is not eligible for charter school status. A charter school cannot charge tuition.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

The Charter School Program Act of 1995 provides for the conversion of existing public schools to charter school status. For a public school to apply for charter school status, at least 51 percent of the teaching staff in the school and 51 percent of the parents or guardians of students attending the school must sign petitions in support of the charter school status.

District of Residence

District of residence is the district board of education in which a charter school is established and its facility is physically located. Region of residence is defined as the contiguous district boards of education in which a charter school is established. The charter school facility is physically located in one of those district boards of education. If a charter school is approved with a region of residence, that region is the charter school's district of residence as outlined in *The Charter School Program Act of 1995* and the *New Jersey Administrative Code, Charter Schools*.

Admissions

A charter school must be open to all students on a space-available basis and cannot discriminate in its admissions policies and practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as an individual with a disability, proficiency in the English language or any other basis that would be illegal if used by a district board(s) of education. A charter school must also comply with applicable state and federal anti-discrimination statutes. A charter school, to the maximum extent practicable, must seek the enrollment of a cross section of the community including racial and academic factors. However, a charter school may limit admissions to a particular grade level or to areas of concentration of the school such as mathematics, science or the arts.

Students who reside in the district of residence or region of residence in which a charter school is established must be given preference in enrollment. If a charter school receives more applications than spaces available, the charter school must use a random selection process to determine which students will be admitted. If space permits, charter schools can then enroll non-resident students. Once admitted to a charter school, a student has the right to continue to attend the charter school in the following year unless the grade level is not offered. A charter school may give priority to the enrollment of a sibling of a student enrolled in the school.

A student can withdraw from a charter school at any time. The student's records are then forwarded to the district board(s) of education, superintendent of a State-operated school district, another charter school or a private school.

A student can be expelled by the board of trustees pursuant to criteria established by the board of trustees and approved by the Commissioner as part of the school's charter and consistent with N.J.S.A. 18A:37-2. Any expulsion may be made upon the recommendation of the charter school lead person in consultation with the student's teachers and in accordance with statute and code.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Enrollment

In order for a student to apply for enrollment in an approved charter school, the student must be registered with the district board(s) of education in which the student resides.

The school district of residence shall pay directly to the charter school for each student enrolled in the charter school who resides in the district an amount equal to the lower of either 90 percent of the program budget per pupil for the specific grade level in the district or 90 percent of the maximum thorough and efficient (T & E) amount. The per pupil amount paid to the charter school shall not exceed the program budget per pupil for the specific grade level in the district in which the charter school is located. The district of residence shall also pay directly to the charter school any categorical aid attributable to the student, provided the student is receiving appropriate categorical services and any federal funds attributable to the student.

During the school year, a charter school shall conduct an enrollment count on June 1, October 15, February 15 and the last day of the school year. A charter school shall submit each count through a summary school register for the purposes of determining average daily enrollment.

Transportation

The district board(s) of education shall provide transportation of students to and from a charter school who reside in the district of residence in which the charter school is located. Services shall be provided on the same terms and conditions as transportation is provided to students attending the schools of the district board(s) of education. *The New Jersey Administrative Code, Student Transportation* outlines specific procedures and responsibilities regarding the transportation of students from the district of residence or region of residence as well as non-resident students.

Personnel Issues

In the case of a currently existing public school that converts to charter school status, all charter school employees are deemed members of the bargaining unit defined in the applicable agreement and are represented by the same majority representative organization as the employees covered by the agreement. In all other charter schools, the board of trustees may choose whether or not to offer the terms of any collective bargaining agreement already established by the district board(s) of education where the charter school is located; however, the board must adopt any health and safety provisions of the agreement. The board of trustees has the authority to employ, discharge and contract individually or collectively with all employees. Charter school employees are public employees; hence, they are covered by the existing PERC statute, N.J.S.A. 34:13A-1 et seq., and can organize themselves and choose union representation.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

With respect to salaries, the Act establishes a salary range for charter schools. The board of trustees cannot set a teacher's salary below the statutorily required minimum teacher's salary (currently \$18,500) nor higher than the highest step in the salary guide in the collective bargaining agreement which is in effect in the district board(s) of education in which the charter school is located.

All classroom teachers and professional support staff must hold appropriate New Jersey certification. A person holding a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing may be hired. However, after being hired, the charter school must register the candidate with the Office of Licensure and Credentials for the Provisional Teacher Program. Once the criteria specified under the Provisional Teacher Program are met, a Provisional Certificate will be issued.

A charter school can hire employees from both within and outside its district of residence or region of residence. A public school employee (tenured or non-tenured) can request a leave of absence of up to three years from a local district to work in a charter school. Approval for a leave of absence shall not be unreasonably withheld. During this leave, the employee remains in his/her existing retirement system and continues to make retirement contributions. Such employees on leave shall be enrolled in the health benefits plan of the school district where the charter school is located. The charter school must make the employer contributions to that district's health benefits plan.

However, as described in the Act, public school employees on a leave shall not accrue tenure in the public school system but shall retain tenure, if so applicable, and shall continue to accrue seniority, if so appropriate, in the public school system if they return to the existing public school when the leave ends. Upon return, the employee will be reinstated with previously retained tenure and with the seniority accrued in the charter school. If that employee remains in the charter school beyond the three-year leave of absence, he/she relinquishes tenure and seniority rights in the home district. However, after three consecutive academic years, together with employment at the beginning of the next succeeding academic year in the charter school, he/she will acquire streamline tenure. If this employee is dismissed or chooses to leave the charter school during the three-year leave period, the employee has the right to return to his/her former position in the district board(s) of education, provided the employee is otherwise eligible for employment in a school of the district board(s) of education.

All charter school employees who have not accrued tenure in a public school do not accrue traditional tenure in the charter school. The Act provides that such employees shall acquire streamline tenure pursuant to guidelines promulgated by the Commissioner. The Commissioner's Streamline Tenure Guidelines are included in Appendix C and in the *New Jersey Administrative Code, Charter Schools*, Appendix B.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Facility

A charter school may be located in part of an existing public school building, in space provided on a public work site, in a public building or any other suitable location. A charter school cannot construct a facility with public funds. However, as of March 19, 2002, charter schools are permitted to apply for federal funds on a competitive basis to construct a facility under P.L. 2202, c 10.

The facility of a charter school must comply with any regulations affecting the health and safety of students. Charter schools must follow the Uniform Construction Code. A charter school must obtain the following documents in order to open its doors and begin serving students in its facility:

- ◆ certificate of occupancy from the local municipal enforcing official with “E” (education) use group;
- ◆ fire inspection certificate with “Ae” (education) code; and
- ◆ sanitary inspection report with “Satisfactory” rating.

A charter school must also be accessible in compliance with the Americans with Disabilities Act (ADA).

Deregulation

A charter school operates in accordance with its charter and the provisions of law and regulation which govern other public schools. Upon the request of the board of trustees of a charter school through a waiver, the Commissioner may exempt the charter school from state regulations concerning public schools except those pertaining to assessment, testing, civil rights, special education and student health and safety. The board of trustees of the charter school must demonstrate to the Commissioner, however, that the exemption will advance the educational goals and objectives of the charter school. The waiver authority provided in the Act to the Commissioner is authority to waive regulations in Administrative Code only. Charter schools must comply with all state statutes governing public schools.

Grievances

The Charter School Program Act of 1995 requires the development of a grievance procedure that would allow individuals or groups to bring a complaint to the board of trustees alleging a violation of the provisions of the Act. The board of trustees must establish an advisory grievance committee consisting of only parents and teachers who are selected by the parents and teachers of the school. This advisory grievance committee will make non-binding recommendations to the board concerning the disposition of a complaint. The board shall consider the recommendations of the advisory grievance committee and render a decision. Appeal of the board’s decision can be taken to the Commissioner, who must investigate and respond to the complaint.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Annual Report, Charter Renewal and Revocation

The Charter School Program Act of 1995 requires the Commissioner to assess annually whether a charter school is meeting the goals of its charter and to conduct a comprehensive review prior to granting a renewal of the charter. To facilitate this process, the Act provides authority to the county superintendent to have ongoing access to the charter school records and facilities to ensure compliance with regulations concerning assessment, testing, civil rights, special education and student health and safety.

To facilitate this process further, the Act also requires the charter school to file an annual report with the Commissioner, the respective county superintendent of schools and the district board(s) of education and/or State district superintendent(s) of its district of residence by August 1. The charter school must also make its annual report available to the parents or guardians of the students enrolled in its school and to the public in accordance with the Open Public Records Act.

The Commissioner may grant a renewal of a charter for a five-year period following the initial four-year charter. Based on the annual assessment and comprehensive review or other good cause, the Act also authorizes the Commissioner to renew or revoke a school's charter or place a charter school on probationary status to allow the implementation of a remedial plan upon a finding that the charter school is not operating in compliance with its charter, statutes or regulations. *The New Jersey Administrative Code, Charter Schools*, outlines specific procedures regarding reporting, renewal, probation and revocation.

Charter School Program Review

The Charter School Program Act of 1995 requires the Commissioner to submit an evaluation of the charter school program by October 1, 2001. The Commissioner held public hearings in the northern, central and southern regions of the state to receive input from members of the educational community and the public on the charter school program. A final report was given to the Governor, the Legislature and the State Board(s) of Education on the evaluation of the charter school program and included a recommendation on the advisability of the continuation, modification, expansion or termination of the program and any recommendations for changes in the structure of the program that the Commissioner deems advisable. The Commissioner may not implement any recommended expansion, modification or termination of the program until the Legislature acts on that recommendation.

The report is available through the Public Information Office at the New Jersey Department of Education, 609-292-4041. Highlights can be found on the department's website www.state.nj.us/education.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Application Instructions

The application of the proposed charter school becomes a public document upon completion and submission to the New Jersey State Department of Education. Contained in this booklet are the **2004 New Jersey Charter School Application** along with a copy of *The Charter School Program Act of 1995* and the *New Jersey Administrative Code, Charter Schools* and other useful resources. Not all pertinent statutes and regulations are referenced in the legislation or included due to their magnitude.

Resources to assist the proposed charter school in the completion of the application include, but are not limited to:

- ◆ Regional technical assistance sessions provided by the State Department of Education.
- ◆ Networking with New Jersey approved charter schools, institutions of higher education, community associations, and business and industry.
- ◆ Research and literature on the charter school reform movement.
- ◆ Review of N.J.S.A. 18A and N.J.A.C. 6 and 6A in their entirety.

Response to Statements

- ◆ Use the complete, proper name of the proposed charter school.
- ◆ Respond to every statement with a discrete response (the same information may appear more than once as responses to statements).
- ◆ Provide complete--but concise--responses to the statements.
- ◆ **Information that is a response to a statement should be in the text of the application and not in the appendices.**

Format for Application

- ◆ Keyboard the application on 8 1/2 x 11 white paper. Use a **twelve-point** or larger computer font. Single or double-space the body of the application.
- ◆ **In the header**, include the complete, proper name of the charter school; and section number as well as the name of the section (for example: Favorite Charter School, 1. Mission Statement).
- ◆ **In the footer**, include the part of the application and the page number (for example, Page 1-1 represents Part 1, page 1).
- ◆ Submit the documents that comprise the **2004 New Jersey Charter School Application** in the following order and format:

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

1. Title Page

- ◆ Use the complete, proper name of the proposed charter school. “Charter School” must be used in the title of the proposed school.
- ◆ Keyboard the words “2004 Charter School Application.”

2. 2004 Application Summary and 2004 Grade-Level Summary (forms found on pages 18-20).

- ◆ Use the complete, proper name of the proposed charter school.
- ◆ Complete the entire form on each page.

3. Executive Summary

- ◆ Provide an overview of no more than two pages which highlights the primary characteristics of the proposed charter school including the complete, proper name of the school, the district of residence or region of residence, the school’s mission, grade levels to be served during the four years of the charter and other pertinent information contained in the application.

4. Table of Contents

- ◆ Part 1: Implementation Plan and the 18 sections.
 - ◆ Part 2: Financial Plan and the 3 sections.
- List each section with appropriate page number.

5. Part 1: Implementation Plan with Sections 1 to 18

- ◆ Follow the sequence and directions presented in this application booklet.
- ◆ **In the header**, number and label each section (for example: 1. Mission Statement) as stated under the Format for Application section.
- ◆ Keyboard each application statement before writing the response.
- ◆ Use bullet format for responses where appropriate.
- ◆ Begin each section on a new page. (For example: complete section 1. Mission and begin section 2. Goals and Objectives on a new page.)
- ◆ **In the footer**, number all pages in Part 1 sequentially beginning with Page 1-1 (Part 1, page 1) as stated under the Format for Application section.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

6. Part 2: Financial Plan with Sections 1 to 3

- ◆ Follow the sequence and directions presented in this application booklet.
- ◆ Number and label each section as in the example above.
- ◆ Keyboard each application statement before writing the response.
- ◆ Use bullet format for responses where appropriate.
- ◆ Begin each subsection on a new page as in the example above.
- ◆ Number all pages in Part 2 sequentially beginning with Page 2-1 (Part 2, page 1).
- ◆ Use the format specified for the Budget Summary by the New Jersey Department of Education. Note: Financial Statement Spreadsheets are available from the Charter School Website, <http://www.state.nj.us/education>.
- ◆ Provide the Budget Summary with a line-item narrative and a month-by-month cash flow for the period from January 2005 through June 2006; if taking a planning year, also provide statements from July 2006 through June 2007.

7. Appendices

- ◆ Reference any supporting documents that are included in the appendices in the Implementation Plan and/or Financial Plan as part of the body of the application.
- ◆ **Information that is a response to a statement should be in the text of the application and not in the appendices.**
- ◆ Label the first page of each appendix with a letter (for example: Appendix A).
- ◆ Appendices are not required.

Application Copies

1. Original and Five Copies

- ◆ Submit the original to the State Department of Education in a loose-leaf binder with a copy of the title page inserted in the clear slip sheet of the cover or affix to the cover a label with the required title page information keyboarded on it and insert the title page in the binder. **Do not permanently bind the original.**
- ◆ Submit five additional copies to the State Department of Education that may be stapled, rubber-banded or put in folders. The title page should be visible on each copy or a label should be affixed to the cover of the folders as described above. **Do not permanently bind the copies.**

2. One Copy

- ◆ Submit one copy to the district board(s) of education and/or superintendent(s) of the State-operated school district(s) of the district of residence of the proposed charter school.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

- ♦ If operating with a region of residence, submit one copy of the application to **each** of the district boards of education and/or the State district superintendent(s) that comprise the region.
- ♦ Submit one copy to the respective county superintendent of schools. If operating within a region of residence that covers more than one county, submit one copy of the application to **each** county superintendent of schools.

Deadline

1. A proposed charter school must submit its applications to the State Department of Education and a copy must be submitted by the applicant to the respective county superintendent of schools and the district board(s) of education and/or the State district superintendents of its district of residence or region of residence. Applications due to the department should be mailed or delivered to:

Office of Innovative Programs and Schools
Charter Schools Unit
New Jersey State Department of Education
100 River View Plaza, Route 29
P. O. Box 500
Trenton, NJ 08625-0500

2. The Office of Innovative Programs and Schools must receive the original application and five copies **no later than 4 p.m. on Thursday, July 15, 2004**. The proposed charter school must submit one copy of its application to its district board(s) of education and/or State district superintendent(s) of the district of residence or region of residence by the **same deadline**. The State Department of Education will provide the applicant with a signed and dated receipt. A copy must also be submitted by the **same deadline** to the respective county superintendents of schools. It is suggested that the applicant have the district and county representatives sign a receipt indicating the date and time that the application is received.

3. Hand-delivered proposals must be delivered to the Office of Innovative Programs and Schools at the above address between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday (excluding state holidays). The department is located on Route 29 at 100 River View Plaza near the Mercer County Waterfront Park in Trenton. It is suggested that a signed receipt indicating the date and time be obtained.

4. An application for the 2005-06 school year received after **4:00 p.m. on Thursday, July 15, 2004** will not be evaluated by the State Department of Education.

<p align="center">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>
--

Technical Assistance Sessions

The State Department of Education will conduct two technical assistance sessions for prospective charter school applicants in May 2004. The purpose of these sessions will be to review *The Charter School Program Act of 1995* (N.J.S.A. 18A:36A), highlight the *New Jersey Administrative Code, Charter Schools* (N.J.A.C. 6A:11) and provide an overview of the **2004 New Jersey Charter School Application**. **Register to attend at least three days prior to the session** with the Office of Innovative Programs and Schools of the State Department of Education by **faxing the response form below to 609-633-9825**. If faxing is not possible, call 609-292-5850. Directions may be requested when registering. The sessions will be on the following dates at the locations listed below:

May 12, 2004
Central/North

New Jersey State Department of Education
100 River View Plaza, Route 29
Trenton, NJ 08625-0500
9 a.m. to 1 p.m.
First Floor Conference Room

May 17, 2004
South

Gloucester County Office of Education
1492 Tanyard Road
Sewell, NJ 08080-4222
9 a.m. to 1 p.m.

Technical Assistance Sessions Registration

_____ Central/North (5/12) _____ South (5/17)

Proposed Charter School _____

Proposed District of Residence or Districts in Region of Residence

County _____

Representative(s) _____

Address _____

Telephone _____ Fax _____

Send Directions: Yes _____ No _____

Please indicate if any accommodations, e.g. interpreter services, are required. _____

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Application Review and Approval Process

Complete proposals are those which include all elements listed in Part 1 and Part 2 of this **2004 New Jersey Charter School Application**. Applications received by the due date and time will be screened to determine whether they are, in fact, complete and, therefore, eligible for evaluation. Applications will be reviewed by a panel of independent readers based on the responses to the statements in the **2004 New Jersey Charter School Application**. Following the review of the applications, the New Jersey State Department of Education may request subsequent information as addenda to the applications and will evaluate the addenda. The addenda must also be submitted to the respective county superintendent of schools and school districts. The Commissioner or designee(s) shall also conduct an in-depth interview with each eligible applicant for a charter school. The results of the reviews and interview will be submitted to the Commissioner.

The district board(s) of education and State district superintendents of the district of residence or region of residence of the proposed charter schools will receive the applications and addenda (if applicable), review both documents and submit recommendations to the Commissioner. The recommendations of these district boards of education and/or State district superintendents shall be forwarded to the Commissioner within 60 days of receipt of the applications and within 30 days of receipt of the addenda (N.J.A.C. 6A:11-2.1(f)).

The Commissioner, with the authority of *The Charter School Program Act of 1995* (N.J.S.A. 18A:36A), may approve or deny an application for a charter based on the review of the application and addenda (if applicable) submitted by an eligible applicant and the recommendation(s) from the district board(s) of education and/or State district superintendents of the district of residence or region of residence of the proposed charter school and the in-depth interview. The Commissioner shall notify eligible applicants regarding **approval or denial** of the applications by **January 15** pursuant to N.J.A.C. 6A:11-2.1(c - g). The notification to eligible applicants who are not approved as charter schools shall include reasons for the denials.

In accordance with N.J.A.C. 6A:11-2.1(h), the charter school applicant shall submit on or before the dates specified in the letter of approval the documentation not available at the time of the application submission including, but not limited to copies of:

1. A list of the names of the current members of the board of trustees;
2. The bylaws of the board of trustees;
3. The Certificate of Incorporation;
4. The Federal Employer Identification Number;
5. The Credit Authorization Agreement for Automatic Deposits;
6. The lease, mortgage or title to its facility;
7. The certificate of occupancy for “E” (education) use issued by the local municipal enforcing official;
8. The sanitary inspection report (if applicable) with “satisfactory” rating;
9. The fire inspection certificate with “Ae” (education) code life hazard use at N.J.A.C. 5:70-4;

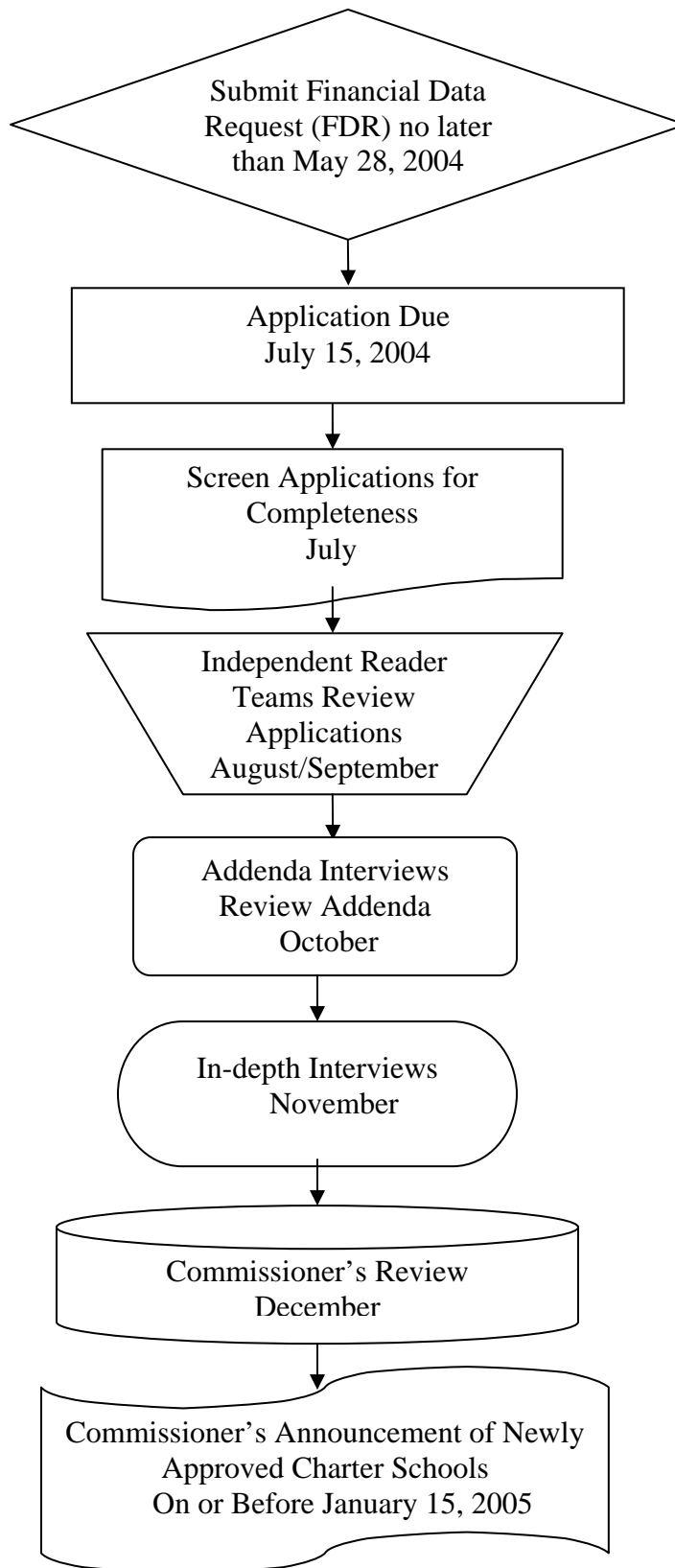
<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

10. A list of the lead person, teachers and professional support staff with a copy of certificate(s) for each person;
11. The Authorization for Emergent Hiring Pending Completion of Criminal History Check form or Criminal History Approval letter for each employee of the charter school; and
12. Evidence of a uniform system of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles (GAAP).

The **final granting** of the charter by the Commissioner shall be effective when all required documentation as listed in the attachment to the application approval letter and *New Jersey Administrative Code, Charter Schools*, is submitted and approved by the State Department of Education. **The charter school application and solicited addenda become a contract between the New Jersey State Department of Education and the charter school.** This contract can be amended only by submitting a board resolution to the Commissioner and the district board(s) of education and/or State district superintendents of the district of residence or region of residence. The amendment cannot change the mission, goals and objectives of the charter. The amendment is not effective until approved by the Commissioner.

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

NEW JERSEY CHARTER SCHOOL APPLICATION TIMELINES



2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

2004 APPLICATION SUMMARY

The information contained in this summary will provide the New Jersey State Department of Education with basic information needed to review the application as well as an overview of the proposal for a charter school.

Complete Proper Name of Charter School

(Include the words Charter School in the title. Do not include the name or identification of any private entity.)

LOCATION OF CHARTER SCHOOL

County _____

District of Residence _____

NOTE: If planning to serve a **region of residence**, identify the contiguous districts that comprise the region.

Districts in Region of Residence _____

CHARTER SCHOOL APPLICANT REPRESENTATIVE

Full Name _____

Address _____

City _____ State _____ Zip _____

Telephone (1) _____ Fax _____

Telephone (2) _____ Email _____

CHARTER SCHOOL INFORMATION

☐

Check box if requesting a planning year during the 2005-2006 school year. List information below for the school years that the charter school will be serving students.

Operational Year	Grade Levels Served	Projected Enrollment (TOTAL)	Teachers and Instructional Aides	Teacher (only) –to- Student Ratio
1			# Teachers _____ # Inst. Aides _____	
2			# Teachers _____ # Inst. Aides _____	
3			# Teachers _____ # Inst. Aides _____	
4			# Teachers _____ # Inst. Aides _____	

Signature (Charter School Applicant Representative)

Date

<p align="center">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

2004 GRADE LEVEL SUMMARY
FOR SCHOOLS NOT REQUESTING A PLANNING YEAR

Note: This chart must be completed and included with Part 1, Section 12, Statement a and must match Part 2, Section 1, Statement e.

Charter
School _____

District _____

Grade Level	2005-2006	2006-2007	2007-2008	2008-2009
Pre-K				
K				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL				

For charter schools operating with a REGION OF RESIDENCE, copy and complete the above form for EACH district in the region of residence. The numbers provided MUST correspond with the numbers provided in the apportionment model in Part 1, Section 12, Statement j.

<p align="center">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

**2004 GRADE LEVEL SUMMARY
FOR SCHOOLS REQUESTING A PLANNING YEAR**

Note: This chart must be completed and included in Part 1, Section 12, Statement a and must match Part 2, Section 1, Statement e.

Charter School _____

District _____

Grade Level	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Pre-K	P				
K	L				
1	A				
2	N				
3	N				
4	I				
5	N				
6	G				
7					
8	Y				
9	E				
10	A				
11	R				
12					
TOTAL					

For charter schools operating with a REGION OF RESIDENCE, copy and complete the above form for EACH district in the region of residence. The numbers provided MUST correspond with the numbers provided in the apportionment model in Part 1, Section 12, Statement j.

Part 1: Implementation Plan

1. Mission Statement

- a. Describe the mission of the charter school.
- b. Describe how the mission provides a clearly articulated vision for a public school that would promote student achievement.
- c. Identify and describe any specific area(s) of concentration or theme(s) upon which the charter school may be focused (for example: math and science, technology, the arts, etc.).
- d. Describe why the district of residence or the districts in the region of residence were selected. Provide supporting evidence. (Include any districts without schools and/or regional high school districts that may be part of the district of residence or region of residence.)

Reviewers will look for evidence of:

- *A clear, compelling mission statement that is meaningful and free of jargon*
- *A statement that describes how the charter school seeks to make a difference in public education and the community*
- *Statements that establish the need for a charter school in the district or region of residence*
- *A description of how the mission statement will drive the school's programs and decisions throughout the other sections of the application*
- *A description of how the school will enhance or expand educational options for the student population*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(n)

Appendix B: N.J.A.C. 6A:11-1.2 and 11-2.1(b)

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

2. Goals and Objectives

- a. Describe the BROAD academic goals of the charter school (not goals of each subject or grade level) which will promote high student achievement. These are goals that involve the entire school—not one grade or subject. Under each goal, list objectives with selected representative indicators (measurable/anticipated outcomes) that will provide evidence that the goals are being achieved.
- b. Describe the BROAD non-academic goals of the charter school (not goals of each subject or grade level) which will promote high student achievement. These are goals that involve the entire school—not one grade or subject. Under each goal, list objectives with selected representative indicators (measurable/anticipated outcomes) that will provide evidence that the goals are being achieved.

Reviewers will look for evidence of:

- *Alignment of the goals with the mission and curricula of the school*
- *Measurable indicators for each goal*
- *A plan for achieving the stated goals*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(n)

Appendix B: N.J.A.C. 6A:11-2.1(b)

3. Educational Program

3.1 For schools serving grades K-8

- a. For the seven core curriculum content areas, outline the curriculum to be offered by grade level and content area. Include measurable objectives, content and skills to be taught.
- Note:** If operating a multi-age grouping charter school, outline the curriculum to be offered by grade level and content area or by cluster (no more than three grades) and content area. Include measurable objectives, content and skills to be taught by grade level or cluster and subject.
- Note:** A more fully developed curriculum must be completed *prior* to the start of school. Attach at least a course outline for each of the seven *New Jersey Core Curriculum Content Standards* areas for each grade that the proposed charter school will serve. A separate course outline does not have to be submitted for the Cross-Content Workplace Readiness Standards as long as those standards are reflected in the course outlines for the seven content areas.
- b. Describe how the curricula are aligned with all seven content areas of the *New Jersey Core Curriculum Content Standards* including the Cross-Content Workplace Readiness Skills. Include in this description how the curricula will address:
- the elimination of discrimination, promote mutual acceptance and respect among students and enables students to interact effectively with others regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability;
 - multicultural education content and practices;
 - instruction in African-American History as part of U.S. History; and
 - instruction on the Holocaust and Genocide in the curriculum.
- Note:** 1. You may provide an illustrative example of this alignment.
2. Use current NJCCCS with the understanding that if current standards are amended, the charter school will need to address any changes in the curriculum.
- c. Describe the innovative strategies for learning and teaching that the charter school will employ to promote high student achievement and the process for measuring the efficacy of these programs. Include any supporting research-based data and/or indicators that provide evidence that the strategies promote high student achievement.
- d. Provide the school calendar for the 2005-06 school year listing opening and closing school dates, holidays, vacations, etc. List the months and total number of days per school year that the charter school will be in session. If taking the 2005-06 school year as a planning year, provide a school calendar for the 2006-07 school year.

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

3.1. For schools serving grades K-8, continued

- e. Outline the school day schedule. List times scheduled for class periods and provide the official hours of operation for the school day. Include before- and after-school programs (if applicable).
- f. Describe the process for curriculum development, supervision, continual assessment and revision of the educational program.
- g. Explain how limited English proficient learners, disabled students and students who enter the school below grade level will benefit from the curriculum.
- h. Describe the meaningful and sustained professional development opportunities that will be provided to teachers in the area of curriculum and how these opportunities will promote higher levels of student achievement.

Reviewers will look for evidence of:

- *A curriculum plan that is consistent with the mission of the school and that challenges students to perform at high levels*
- *Curricula that are aligned with NJCCCS*
- *Clearly stated and measurable objectives, content and skills that are ambitious yet realistic for each grade*
- *Effective teaching strategies that support the innovative strategies described*
- *Program models and delivery strategies that are suitable for limited English proficient students and students with disabilities*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(d, f and g)

Other Citations to Review:

N.J.S.A. 18A:36-20
N.J.S.A. 18A:35-1
N.J.A.C. 6:43-3.12(a)
N.J.A.C. 6:A:7
N.J.S.A. 18A:35-28

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

3.2. For schools serving grades K-12

- a. For the seven core curriculum content areas, outline the curriculum to be offered by grade level and content area. Include measurable objectives, content and skills to be taught.
- Note:** If operating a multi-age grouping charter school, outline the curriculum to be offered by grade level and content area or by cluster (no more than three grades) and content area. Include measurable objectives, content and skills to be taught by grade level or cluster and subject.
- Note:** A more fully developed curriculum must be completed *prior* to the start of school. Attach a course outline for each of the seven *New Jersey Core Curriculum Content Standards* areas for each grade that the proposed charter school will serve. A separate course outline does not have to be submitted for the Cross-Content Workplace Readiness Standards as long as those standards are reflected in the course outlines for the seven content areas.
- b. Describe how the curricula are aligned with all seven content areas of the *New Jersey Core Curriculum Content Standards* including the Cross-Content Workplace Readiness Skills. Include in this description how the curricula will address:
- the elimination of discrimination, promote mutual acceptance and respect among students and enables students to interact effectively with others regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability;
 - multicultural education content and practices;
 - instruction in African-American History as part of U.S. History; and
 - instruction on the Holocaust and Genocide in the curriculum.
- Note:** 1. You may provide an illustrative example of this alignment.
2. Use current NJCCCS with the understanding that if current standards are amended, the charter school will need to address any changes in the curriculum.
- c. Describe the innovative strategies for learning and teaching that the charter school will employ to promote high student achievement and the process for measuring the efficacy of these programs. Include any supporting research-based data and/or indicators that provide evidence that the strategies promote high student achievement.
- d. Provide the school calendar for the 2005-06 school year listing opening and closing school dates, holidays, vacations, etc. List the months and total number of days per school year that the charter school will be in session. If taking the 2005-06 school year as a planning year, provide a school calendar for the 2006-07 school year.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

3.2. For schools serving grades K-12, continued

- e. Outline the school day schedule. List times scheduled for class periods and provide the official hours of operation for the school day. Include before and after-school programs (if applicable).
- f. Describe the process for curriculum development, supervision, continual assessment and revision of the educational program.
- g. Explain how limited English proficient learners, disabled students and students who enter the school below grade level will benefit from the curriculum.
- h. Describe the meaningful and sustained professional development opportunities that will be provided to teachers in the area of curriculum and how these opportunities will promote higher levels of student achievement.
- i. Refer to the Web site listed for Occupational Instruction Areas with Classification of Instructional Program (CIP) Code Numbers found in Appendix E. This Web site contains a list of names and code numbers of current and/or potential occupational education instructional programs in New Jersey. The information is based on the 2000 revision of the Classification of Instructional Program (CIP) codes developed by the U.S. Department of Education. A “program” is defined as a sequence of courses offered by a secondary school in an area covered by the CIP code numbers. The individual course titles may vary from the CIP code program titles, but the sequence of courses would fit under one of the CIP code program areas.

Should the applicant be planning to offer any program that is listed in the *New Jersey List of Occupational Instruction Areas with Classification of Instructional Program (CIP) Code Numbers*, the program requires an Occupational Program Approval by the Office of Vocational-Technical, Career and Adult Programs of the New Jersey State Department of Education. The review process takes approximately six to nine months.

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

If planning to offer such program(s), respond to this statement as follows:

- List what program area(s) the charter school will offer, identify the appropriate CIP code(s) for those areas and list the sequential courses that come under each program area.

Note: The curriculum by grade level and content area with student measurable objectives/anticipated outcomes for the courses/subjects of the program area(s) should be listed as a response to Statement a.

- Provide assurance that once the application is approved by the Commissioner, the applicant will submit an application for the Occupational Program Approval in accordance with N.J.A.C. 6:43-3.12(a).

Note: The Occupational Program Approval procedure is available on the department's Web site at <http://www.state.nj.us/education/voc>. A copy may also be obtained by writing to the Public Information Office at P.O. Box 500, Trenton, New Jersey 08625-0500 or faxing the request to the Office of Vocational-Technical, Career and Adult Programs at the New Jersey State Department of Education at 609-984-5328.

If not planning to offer such program(s), respond to this statement with the words "Does Not Apply."

Reviewers will look for evidence of:

- *A curriculum plan that is consistent with the mission of the school and that challenges students to perform at high levels*
- *Curricula that are aligned with NJCCCS*
- *Clearly stated and measurable objectives, content and skills that are ambitious yet realistic for each grade*
- *Effective teaching strategies that support the innovative strategies described*
- *Program models and delivery strategies that are suitable for limited English proficient students and students with disabilities*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(d, f and g)

Other Citations to Review:

N.J.A.C. 6:43-3.12(a)
N.J.A.C. 6A:7
N.J.S.A. 18A:35-28
N.J.S.A. 18A:36-20
N.J.S.A. 18A:35-1

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

4. Educational Equity and Access

- a. Describe how the charter school will identify and meet the needs of at-risk students.
- b. Outline the charter school plan to identify and meet the needs of limited English proficient (LEP) students.
- c. Describe how the charter school will meet the needs of special education students in accordance with federal and state statutes and regulations in the following areas:
 - Child Study Team services;
 - Location of students;
 - Identification of students;
 - Evaluation of students;
 - Determination of eligibility;
 - Individual Education Program (IEP) development;
 - Special education placement options;
 - Implementation of IEPs;
 - Annual review of students; and
 - Re-evaluation of students.
- d. Describe how the charter school will assure compliance with the requirements of N.J.A.C 6A:14-1.2.
- e. Describe how the charter school will meet the needs of students with disabilities who are not eligible for special education/IDEA services. Include reference to the use of Section 504 plans as required by Section 504 of the *Rehabilitation Act of 1973*.
- f. Outline the school's policies and procedures to provide students with home instruction due to temporary illness or injury.
- g. Describe how equal and bias-free access for all students to all school facilities, courses, programs, activities and services will be provided regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability.

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

Reviewers will look for evidence of

- *A commitment to serving the needs of special populations of students*
- *A plan that reflects an understanding of services and costs associated with providing support for all students*
- *Knowledge of the school's obligations regarding state and federal laws on special education, civil rights and students with limited English proficiency*
- *A plan to develop policies and programs that recognize and value diversity*
- *A plan for identifying students with special needs and for providing and staffing all necessary services*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-11(b and c)

Appendix B: N.J.A.C. 6A:11-2.1(b), 11-4.7, 11-4.8, 11-4.9 and 11-4.13

Other Citations to Review:

N.J.S.A. 18A:36-20

N.J.S.A. 10:5

N.J.S.A. 18A:35

N.J.S.A. 18A:46

N.J.A.C. 6A:7

N.J.A.C. 6A:15

N.J.A.C. 6A:14

Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

The Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

5. Student Assessment

- a. Outline the participation of the charter school in the required *Statewide Assessment Program*.
- b. Describe the plan to collect and establish baseline assessment data for all entering students and describe how the school will use student assessment data to gauge the effectiveness of curricula and instruction.
- c. Identify and describe with specificity all other non-mandated tests and/or assessment measures and how these measures will be used to assess students' progress in meeting the measurable objectives of the educational program of the charter school.
- d. Describe the process to inform parents/guardians periodically of their child's performance and progress.
- e. Outline a plan for addressing the needs of students who do not perform at acceptable levels of proficiency on the *Statewide Assessment Program* and/or do not reach state performance standards. Describe steps that will be taken to intervene before students become dependent upon remediation.
- f. Outline a plan that reflects how school leaders will measure the academic progress of individual students, cohorts of students and the school as a whole. Include in this plan how data will be disaggregated, analyzed and used to comply with the *No Child Left Behind Act* to improve student achievement.
- g. Describe the policies and standards for promoting students to the next grade or achievement level.
- h. Describe the meaningful and sustained professional development opportunities that will be provided to teachers in the area of assessment and how these opportunities will promote higher levels of student achievement.

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

Reviewers will look for evidence of:

- *Descriptions and/or examples of assessments that are consistent with the school's mission and program as well as high expectations of students*
- *Multiple measures of student outcomes and a plan for analyzing and using data*
- *A thorough, clear, measurable, credible and sound design for measuring, disaggregating and reporting the performance and progress of the charter school*
- *An understanding of state, federal and NCLB requirements and alternate assessment requirements*
- *A strategy for how assessment results will be used to make adjustments in curricula, instruction and improve student outcomes*
- *A commitment of time and resources for professional development and for the analysis of the relationship between professional development and instructional improvement*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(d) and 36A-11(a)

Appendix B: N.J.A.C. 6A:11-2.2(a)

Other Citations to Review:

N.J.A.C. 6:8-2.6

N.J.A.C. 6A:14-4.11

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

6. Student Discipline Policy and Expulsion Criteria

- a. Outline rules or codes of conduct that will govern student behavior.
- b. Describe the charter school's disciplinary policy for all disciplinary actions and how this policy will be disseminated to parents, students and staff.
- c. Describe the criteria the charter school will apply to:
 - Suspend and return students to the charter school in accordance with N.J.S.A. 18A:37-2;
 - Expel students pursuant to N.J.S.A. 18A:37-2; and
 - Suspend and return to the charter school or expel students with disabilities. Include details regarding the criteria the charter school will use to assure compliance with N.J.A.C. 6A:14-2.8.

Reviewers will look for evidence of:

- *Policies, practices and programs that will provide a safe and orderly learning environment*
- *Policies and practices that are pro-active and consistent with the school's mission and program and support high academic standards*
- *A plan to monitor problems and progress in discipline matters*
- *Plans for discipline, suspension and expulsion of students including students with disabilities*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-9

Appendix B: N.J.A.C. 6A:11-2.1(b)

Other Citations to Review:

N.J.A.C. 6A:14

N.J.S.A. 18A:37-2

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

7. Parental and Community Involvement

- a. Describe the procedure to be implemented to ensure parental involvement in the charter school planning process and in the operation of the school.
- b. Describe plans to build family-school partnerships that focus on strengthening support for learning and encouraging parental involvement in school operations.
- c. Describe partnerships with educational institutions that will enhance the charter school's instructional, professional development or other programs that will enhance student achievement.
- d. Describe partnerships through support services in the areas of health, nutrition and counseling which would enhance student achievement.
- e. Provide information on the manner in which community groups will be involved in the charter school planning and development process and/or in the operation of the charter school. Discuss any commitments for partnerships or other relationships with community organizations or individuals that would enrich the learning opportunities of students in the school.

Reviewers will look for evidence of:

- *Plans for developing working relationships with parents and community groups and service links with community organizations*
- *Policies that are broad-based and consistent with the school's mission*
- *Plans for gauging and publicizing parental satisfaction*
- *Plans to include parents and community members in the governance of the school*
- *Outreach procedures*

For Your Review:

Appendix A:

N.J.S.A. 18A:36A-5(i and k)

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

8. Waiver or Equivalency of Regulation

Note: If not applying for waivers or equivalencies, respond to this section with the words “Does Not Apply.”

- a. Describe any waivers or equivalencies of regulations (not statutes) which the charter school **may** request through the New Jersey State Department of Education’s “Regulatory Equivalency and Waiver Process.” (**NOTE:** Waivers may not be submitted for special education code N.J.A.C. 6A:14).
- b. Provide a justification for each waiver or equivalency, which **may** be requested, explaining how the exemption will advance the educational goals and objectives of the school.

Note: A waiver or equivalency request must be signed by the lead person and approved by the board of trustees. The completed application must include the requirements outlined in N.J.A.C. 6A:5-1.5 and be approved by the Commissioner of Education. An equivalency or waiver shall not be granted for a period of more than three years.

Reviewers will look for evidence of:

- *How the request for a waiver will fit in with the mission and goals of the school*
- *How the requested waiver will advance the educational goals of the school*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(m) and 36A-11(a)

Other Citations to Review:
N.J.A.C. 6A:5

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

9. Facility

- a. Provide an address (street and city) and a description of the physical facility in which the charter school will be located. Include the square footage of the facility and the number of classrooms, multi-purpose room(s), offices, gymnasium, cafeteria, restrooms, etc.
- b. Describe financing plans for the acquisition of a facility.
- c. Describe potential renovation needs for the facility including the estimated cost and whether the renovations are the responsibility of the landlord or the charter school. Include anticipated source of funding for the renovations.
- d. Provide a specific timetable for the acquisition, financing and renovation (if applicable) of the facility.

Reviewers will look for evidence of:

- *A facility plan that identifies a site suitable for the proposed educational program and that meets proposed enrollment needs*
- *Capacity to maintain the facility*
- *Sound financing options*
- *Compliance with federal and state statutes and regulations*
- *A well thought out plan for acquisition of a facility including a timeline and a designated point person and deadline for each task*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(j) and 36A-10

Appendix B: N.J.A.C. 6A:11-2.1(h and k)

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

10. Founders

- a. Provide the following information on each founder:
- full name;
 - complete address (street, city, state and zip code);
 - telephone number(s), fax number(s), email address(es); and
 - business/industry/education/community affiliation(s).

- b. Provide the following information:

If serving a **district of residence**, identify:

- teaching staff member(s)--list school and district where each person is employed; and/or
- parent(s)--list the district school(s) and/or charter school(s) each parent's child/children attend in the district in which the charter school will operate.

If serving a **region of residence**, identify for **each district** in the region:

- teaching staff member(s)--list school and district where each person is employed and district where each person resides; and/or
 - parent(s)--list the district school(s) and/or charter school(s) and district(s) each parent's child/children attend in one of the districts in which the charter school will operate.
- c. Describe any partnerships with existing public schools, institutions of higher education, private entities and/or community groups. If no such partnerships exist, respond to this section with the words "Does Not Apply."

Reviewers will look for evidence of:

- *A well-rounded group of founders*
- *A founding group that has representation from the community*
- *Plans for outreach to groups or organizations that can support the mission of the school*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-4(a)

Appendix B: N.J.A.C.6A:11-2.1(b)

11. Governance Structure

- a. Provide the following information:

If the board of trustees members have been identified:

- full name and complete home address;
- business/industry/education/community affiliation(s);
- résumé with qualifications; and
- voting or ex officio (non-voting) status.

If the board of trustees members have **not** been identified:

- qualifications sought; and
- date by which the board of trustees will be formed.

- b. Describe the board of trustees as follows:

- total number of members with the number who will be voting members and the number who will be ex officio (non-voting) members;
- process for selection (appointment or election) to the board of trustees;
- length of term as a member of board of trustees;
- title of officer positions;
- process for selection of all officers; and
- length of term as officers.

- c. Describe the role of the board of trustees and outline its responsibilities. Include its provisions for compliance with the *Open Public Meetings Act* and the *School Ethics Act*.

- d. Describe the role of each officer and outline the responsibilities of each officer.

- e. Describe the involvement of the following in the planning and governance of the school:

- teachers;
- community organizations;
- parents; and
- students.

- f. Specify the extent to which any non-profit and/or for-profit private entity may be involved in the operation of the charter school and the percentage of representation of that entity on the board of trustees.

- g. Describe the selection process to establish the membership of an advisory grievance committee, consisting of only parents and teachers. Outline the complaint review procedures as well as a plan to inform the school community of the advisory grievance committee and its procedures.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

h. Describe board policy to ensure:

- Equality in school and classroom practices to identify and address all forms of prejudice and discrimination, provide equal access for all and equitable treatment for pregnant or married students and prohibit or eliminate sexual harassment and harassment on every other basis;
- Equality in employment and contract practices for all persons in the areas of employment applications, pre-employment inquiries, hiring, promotions and pay equity;
- The appointment of an Affirmative Action Officer; a Section 504 Officer and a Title IX Coordinator; and
- Staff development for certificated and non-certificated employees every school year that will be open to parents and community members, to identify and resolve problems arising from prejudice on the basis of race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or social or economic status.

i. Describe the orientation and training process for board of trustees members.

j. Describe the process that will be used for continual evaluation and professional development of the board of trustees.

NOTE: Approved charter applicants will be asked to submit Statements of Assurance prior to the final granting of a charter.

Reviewers will look for evidence of:

- *Clearly defined roles and responsibilities of board members*
- *Qualifications of board members that show a capacity for providing strong vision and continuity of leadership and other areas of expertise related to school management*
- *Knowledge of the responsibilities and powers of board members*
- *A stable, effective governance model that is consistent with the mission of the school*
- *Plans to ensure the viability of the governance and administrative structures and allow for stakeholder input*
- *An understanding of the contract bidding process should there be involvement by a non-profit and/or for-profit entity*

<p>2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

For Your Review:

Appendix A: N.J.S.A. 18A:36A-4(a), 36A-5(c), 36A-6, 36A-14
and 36A-15

Appendix B: N.J.A.C. 6A:11-2.1(h), 11-3 and 11-4.11

Other Citations to Review:

N.J.S.A. 10:4-6
N.J.S.A. 18:12-23
N.J.S.A. 18A:36-20
N.J.A.C. 6A:28
N.J.A.C. 6A:7
N.J.S.A. 10:5
N.J.A.C. 6A:23

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

12. Admissions Policy and Criteria

- a. Outline the grade levels for which the charter school is seeking approval and include a copy of the appropriate grade level summary from pages 18-20.
- b. Describe the student admissions policies and the reasonable criteria for evaluating the students to be admitted.
- c. Define any policies which will focus admissions to particular grade level(s) or to area(s) of concentration reflecting the mission and goals of the charter school. Describe how the policies will be non-discriminatory.
- d. Describe the recruitment and enrollment process that the charter school will use to select students if there are fewer applicants than number of spaces available.
- e. Describe the random process that the charter school will use to select students if there are more applicants than there are spaces available. Provide the tentative date(s) when this random process may occur.
- f. Describe the waiting list process. Include the length of time a waiting list will be maintained. Outline the procedures for enrollment priority for siblings (if applicable) of students enrolled in the charter school for:
 - year one; and
 - subsequent years.
- g. Define the terms and conditions of non-resident student enrollment.
- h. If serving kindergarten, determine the date by which a kindergarten student must be five years old in order to attend the charter school. If not serving kindergarten, respond to this statement with the words “Does Not Apply.”
- i. Describe how the recruitment and admissions policy of the charter school will, to the maximum extent possible, seek the enrollment of a cross section of the community’s school-age population including racial and academic factors. Outline a detailed recruitment plan to publicize the charter school in the community and to attract a cross section of students from the district of residence or region of residence.
- j. **For a charter school operating with a region of residence**, describe the plan to ensure the enrollment of a cross section of the communities’ school-age populations; list an apportionment of available space from each of the district boards of education that comprise the region of residence and explain the basis for the apportionment model. If not operating with a region of residence, respond to this section with the words “Does Not Apply.”

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

- k. Provide the tentative dates of the recruitment period, application period and the enrollment period after admission is offered for resident and non-resident students.

Reviewers will look for evidence of:

- *Student recruitment plans that ensure adequate enrollment and full accessibility of the school to all eligible students*
- *A fair non-discriminatory, open enrollment process in accordance with the charter school statute and regulations*
- *The basis used to formulate an apportionment model*
- *A plan for broad outreach and recruitment*
- *A description of an aggressive and non-discriminatory recruitment and retention strategy*
- *Knowledge of timelines and reporting requirements*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-4(e), 36A-5(e), 36A-7, 36A-8, 36A-11(b and c)

Appendix B: N.J.A.C. 6A:11-1.2, 11-4.4, 11-4.5 and 11-4.6

Other Citations to Review:

N.J.S.A. 18A:44-2
N.J.S.A. 10:5
N.J.A.C. 6A:7
N.J.S.A. 18A:36-20
N.J.S.A. 18A:38-5

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

13. Staff/Personnel

- a. Provide an organizational chart of the charter school staff. Include the board of trustees, all employees and students.
Note: ALL job titles used in the organizational chart (except board of trustees and students) must be described in responses to b, c, d and e below.
- b. Identify the job title of the lead person. Describe the proposed qualifications, certification and responsibilities of the lead person.
- c. Identify the job title of the person who will direct and guide the work of instructional personnel including, but not limited to, the supervision and evaluation of staff and the development and implementation of curriculum. List the applicable certificate(s) this person will hold.
- d. Describe qualifications, certifications (if applicable) and responsibilities of each job title of (1) the professional staff (teachers, administrators, school business administrator, nurse, counselors, etc.) and (2) support staff (aides, secretaries, etc.).
- e. Describe the qualifications, certifications and responsibilities of each member of the special education staff which include: child study team members, case manager(s), special education teacher(s) and related service providers.
- f. Describe the staff positions for the charter school's Affirmative Action Officer, Section 504 Officer and Title IX Coordinator.
 - Affirmative Action Officer serves as the person who coordinates and implements the charter school's efforts to comply with Equality in Education Programs.
 - Section 504 Officer serves as the person who coordinates and implements the charter school's efforts to comply with Section 504 of the *Rehabilitation Act of 1973*.
 - Title IX Coordinator serves as the person who ensures compliance with the requirements of Title IX and N.J.A.C. 6:4.
- g. Specify the number of positions in each job title.
- h. Specify the teacher-to-student ratio.
- i. Specify security and protection to be afforded to employees of the charter school in accordance with the Streamline Tenure Guidelines established by the Commissioner.
- j. Describe outreach efforts to publicize the charter school in order to recruit staff.
- k. Describe the criteria and standards to be applied in the hiring of charter school staff.

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

1. Provide guidelines regarding the following:

- salaries;
- contracts;
- hiring and dismissal; and
- benefits.

Reviewers will look for evidence of:

- *Strong leadership capacity in key roles*
- *A staffing plan and hiring criteria that are based on high professional standards and are consistent with the school's mission and program*
- *A plan for the recruitment and development of staff that is manageable and exhibits well-planned staffing patterns*
- *A plan with features that will attract and retain high quality staff*
- *A plan that demonstrates a clear understanding of staffing needs and knowledgeable in the requirements for special education*
- *Knowledge of streamline tenure*
- *Well thought-out policies and procedures for staffing that contribute to the achievement of the school's stated goals*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(h), 18A:36A-11(c), and 36A-14

Appendix B: N.J.A.C. 6A:11-5 and 11-6

Appendix C: Streamline Tenure Guidelines

Other Citations to Review:

N.J. S.A.18A:17-2
N.J. S.A. 18A:36-20
N.J. S.A. 10:5
N.J.A.C. 6A:9
N.J.A.C. 6A:7
N.J.S.A .18A:26-2
N.J.S.A. 18A:28-5 and 6
N.J.A.C. 6A:14

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

14. Charter School Self-Evaluation and Accountability

- a. Describe the self-evaluation process that will be utilized to track the school's progress. Describe the role of each of the following in the evaluation process:
 - board of trustees;
 - administrative and teaching staff;
 - parents;
 - students; and
 - consultants.
- b. Include a description of the specific measures and/or documentation processes that will be used to assess the achievement of each of the school's academic and non-academic goals and their respective objectives.
- c. Describe how the charter school self-evaluation process will facilitate the production of the charter school's annual report.
- d. Describe how the charter school will evaluate:
 - lead person/administrators;
 - teachers; and
 - support staff.
- e. Provide the standards/criteria for staff performance evaluations.

Reviewers will look for evidence of:

- *A plan that contains goals for organizational viability and the instruments and data that will be used to measure these goals*
- *A plan with a reasonable, thorough and sound design for measuring and reporting the performance and progress of the charter school*
- *A professional development plan and staff evaluation criteria that are based on high professional standards and are consistent with the school's mission and goals*
- *A commitment to accountability for results and the capacity to achieve those results*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(h) and 36A-16(a and b)

Appendix B: N.J.A.C. 6A:11-2.1(b), 11-2.2 and 11-5

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

15. Liability and Insurance

- a. Describe the following insurance coverage plans for the charter school:
- health benefits;
 - general liability;
 - property;
 - officer and employee liability, including any performance surety; and
 - vehicle liability for pupil transportation.
- b. List anticipated amounts of coverage for each of the above insurance plans.

Reviewers will look for evidence of:

- *A complete description and amounts of coverage for the insurance types listed, as well as any additional coverage being considered*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-14(a)

Appendix B: N.J.A.C. 6A:11-2.1(b)

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

16. Transportation

- a. Describe the procedure and provide a timeline for notifying the district board(s) of education in which the students reside of the charter school's transportation needs.
- b. Describe the process for certifying enrollment of the students in the charter school who receive transportation services or aid in lieu of transportation to the district board(s) of education in which the students reside.

Reviewers will look for evidence of:

- *Knowledge of timelines and processes for district notification*
- *A plan that will serve all eligible students*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-13

Appendix B: N.J.A.C. 6A:11-2.1(b) and 11-4.10

Appendix G: N.J.A.C. 6A:27-3

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

17. Conversion Documentation

If planning to convert an existing public school in a district to charter school status:

- a. Submit with this application the originals of the petitions in support of the district school becoming a charter school from at least 51 percent of the teaching staff in the district school and at least 51 percent of the parents/guardians of students attending the district school.
- b. Provide a list of all teachers employed by the public school of the district seeking to convert to charter school status.

If planning to start a new charter school, respond to this section with the words “Does Not Apply.”

Reviewers will look for evidence of:

- *An original of the petition with signatures as listed in Statement (a)*
- *A description of how the conversion to a charter school will better serve the community in which the school resides*
- *A rationale of how the conversion will enhance or expand the educational options for the students involved*
- *A discussion of seniority and streamline tenure in relation to the teachers involved*

For Your Review:

Appendix A: N.J.S.A. 18A:36A-4(b)

<p align="center">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>
--

18. Timetable

- a. Provide a detailed timetable of projected activities with completion dates from January 2005 through June 2006 if opening a charter school in September 2005. If taking a planning year for 2005-06, include activities from January 2005 to June 2007. Include required documentation on the due dates.

<p><i>Reviewers will look for evidence of:</i></p>

- | |
|---|
| <ul style="list-style-type: none">➤ <i>A timeline and strategy for the successful opening of the school</i>➤ <i>The degree to which the timeline is specific and consistent with the application objectives and the required documentation</i> |
|---|

For Your Review:

Appendix A: N.J.S.A. 18A:36A-5(n)

Appendix B: N.J.A.C. 6A:11-2.1(b)

Part 2: Financial Plan

Follow directions for completion of the Financial Plan found in the Application Instructions section of this *2004 New Jersey Charter School Application* (pages 10 to 13).

1. Financial Overview

- a. Provide the specifics of the financial plan for the proposed charter school; include a description of the charter school fund development plan. The narrative should describe any plans to use outside revenue including fund-raising and any affiliations with non-profit or for-profit entities.
- b. List the provisions that will be made for auditing of the charter school pursuant to N.J.S.A. 18A:23-1 et seq.
- c. Provide a plan to hire a certified school business administrator and to establish a uniform system of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles pursuant to N.J.S.A. 18A:4-14, that is organized and operated on a fund basis. Include a plan to establish internal controls for the accounts payable/voucher system.
- d. List the provisions for recording student attendance in the school register pursuant to N.J.A.C. 6:3-9. Include a plan to establish written internal procedures, which should provide a description of the count process for the four required enrollment counts.
- e. Chart the number of students to be admitted to the charter school by grade range during each of the four operational years of the charter (breakdown by district, grade and number of students). Total enrollment and breakdown must match those indicated on the Application Summary (pages 18-20) and Part 1, Section 12, Statement a.
****Insert as a response to this statement the chart from the Grade-Level Summary (pages 18-20). For charter schools operating with a REGION OF RESIDENCE, copy and complete the form for EACH district in the region of residence.**
- f. State whether or not the charter school will accept non-resident students.
- g. Identify the district board(s) of education in the district of residence or region of residence from which the projected enrollment was determined. If the proposed charter school has a region of residence, provide the details on the estimates/apportionment of students who may enroll in the charter school from each of the district boards of education that comprise the region of residence. Explain the basis for the apportionment model.

Review Criteria: *Sections 1. Financial Overview, 2. Budget Summary with narrative and 3. Cash Flow Schedule should present a financial plan that reflects the utilization of **Generally Accepted Accounting Principles (GAAP)** and a*

<p>2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

school operations chart of accounts. These sections should incorporate sound financial planning which provides the basis for fiscal viability of the charter school as evidenced in the responses to the statements, Budget Summary and Cash Flow Schedule.

Appendix A Review N.J.S.A. 18A:36A-5(l), 36A-12

Appendix B Review N.J.A.C. 6A:11-7

Other Citations to Review:

Review N.J.A.C. 6A:23

**Review Proposed Administrative Code, Finance and Business Services
(N.J.A.C. 6A:23)**

Review Proposed Administrative Code, Charter Schools (6A:11)

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

2. Budget Summary

**A copy of the form for the Budget Summary is found at www.state.nj.us/education. Click “Subjects A to Z” “Charter Schools” and “Charter School Application.”*

Prepare a first-year budget covering projected sources of revenue, both public and private, and planned expenditures. Include in those expenditures and revenues, all start-up costs including those expected to be incurred between the approval date of the charter and June 30 prior to the start of the first school year. The estimated cost and anticipated source of funding for facilities must also be included in this Budget Summary.

The Budget Summary should cover the period from January 2005 through June 2006. If taking a planning year, also provide a Budget Summary from July 2006 through June 2007, the first year of operation.

The 108-line-item format for the Budget Summary for the proposed start-up year follows on pages 66-68. The proposed charter school is encouraged to seek the support of an experienced school business administrator in planning the first year of operations, since careful fiscal planning in the initial year is critical to the success of any charter school venture.

Please note, that, as a charter school applicant, only the third column (proposed year only) of the Charter School Budget Summary should be completed with the application. This Budget Summary was formatted to accommodate its use for annual reporting requirements. Thus, it contains financial and enrollment information for prior year actual, budget for the current year and the proposed year.

Attach with the Budget Summary A DETAILED LINE-ITEM NARRATIVE on how each line item of revenue and expenditures was derived as described in the Budget Summary Key. Specifically, provide a list of all the components that make up each line in the Budget Summary.

The **Budget Summary Key** provides explanations on estimated revenues and the account structure for expected expenditures. In this key, there are examples provided on how projected “per pupil amount” and categorical aid will be calculated based on regulations. The examples are for the applicant’s reference and cover a variety of situations. Be aware that, for the application, there is a *Financial Data Request* form on page 70 of the *2004 New Jersey Charter School Application*. **Please complete and mail or fax this form to the State Department of Education (Fax # 609-292-6794) as soon as the district of residence or region of residence of the proposed charter school is identified. (The FDR form must be faxed no later than May 28, 2004.)** The financial data are estimated revenues for planning purposes only in the application. Once a charter school is approved, actual revenues will be based on charter school students registered on June 1 prior to the school year with adjustments made based on average daily enrollments on October 15, February 15 and the last day of school.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Charter schools are required to maintain their financial records in accordance with ***Generally Accepted Accounting Principles (GAAP)*** established by the **Governmental Accounting Standards Board** as prescribed by the State Board pursuant to N.J.S.A. 18A:4-14. The concept of fund accounting under ***GAAP*** refers to maintaining accounting records of the school's activities through the use of specific funds: governmental (general fund, special revenue fund, and capital projects fund), proprietary and fiduciary. As a school with limited purpose, not all of these funds may apply to a charter school. In addition, the basis of accounting must be on a modified accrual basis. Under this method, revenues are recognized when they become both measurable and available; and expenditures are recognized at the point at which they are incurred. **Note:** Adjusting entries to full accrual may be required at year-end as stipulated by Governmental Accounting Standards Board 34 (GASB 34). Applicants should refer to the State Department of Education's ***GAAP Technical Manual*** available from the publications office. (To purchase publications, call 609-984-0905.)

The condensed 108-line Budget Summary should be submitted with the application. All revenue data and expenditure data items and their classifications are explained in a narrative description with this Budget Summary. On or before March 30 prior to the year of operation, a charter school shall submit a budget, narrative and cash flow in a format prescribed by the Commissioner. Each charter school board of trustees shall use, for financial reporting to the Department of Education, a uniform minimum chart of accounts published and distributed by the Commissioner consistent with ***Financial Accounting for Local and State School Systems 2003***.

Year-end financial statements, along with any possible interim reporting requirements, must be presented in accordance with ***GAAP***, established by the Governmental Accounting Standards Board (GASB). It is imperative that the charter school maintains fiscally responsible accounting records. The board of trustees shall ensure that the accounting system provides the basis for appropriate budgetary control. Within 30 days of the September, December and March month end, every charter school shall provide to the county superintendent a copy of the monthly financial reports submitted to the board of trustees. For every line item in the Budget Summary statement, supporting documentation is required and should be maintained as records. During the application process, the department charter school team will review this documentation. These accounting records are key to tracking performance for solvency and future appraisal; providing the determination of fund balance or surplus; and lastly, providing financial accountability. In addition, the administration of the charter school has a responsibility to establish and maintain strong internal controls. Good internal controls are essential to achieving the proper conduct of business with full accountability for the resources under the charter school's charge. The primary consideration for good internal controls is that no single employee or official should have fiscal custody and control of assets and liabilities and recordkeeping. Applicants should refer to the *Administrative Code, Finance and Business Services* (N.J.A.C. 6A:23).

Significant to any system with sound internal controls is the purchase order system. Checks and balances are integral to the system set up in the charter school. In establishing a structure, all cash disbursements and purchases should be made only for the authorized purposes in the proper amount not exceeding the budget unless there is prior authorization by the board of trustees. In addition, there must be adequate segregation of duties between the approval and payment

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

functions. All purchase requisitions properly documented must be approved by the designated approval officer and submitted prior to placement of a purchase order. All purchase orders would then be approved or disapproved only after review for sufficient funds by the officer responsible for business administration. When the items or services are rendered or received, an accounts payable is created with payments being disbursed upon proper approvals. It is extremely important that the charter school create a purchase order system that will document the validity and purpose of all expenditures through the maintenance of invoices and other independent verifications. The charter school applicant should refer to specifics of a purchase order and cash disbursements system in the *GAAP Technical Manual for New Jersey School Districts*, Chapter 7.

Charter School Budget Summary Key

Please Note: Attach with the Budget Summary A DETAILED LINE-ITEM Narrative on how each line item of revenue and expenditures was derived as described in the Budget Summary Key. Specifically, provide a list of all the components that make up each line in the Budget Summary Key.

Enrollments: District of Residence or Region of Residence (Line 2) and Non-Resident District (Line 3)

- ◆ For a charter school's initial application, only enrollments for the district of residence can be projected and are based on the data submitted in the *2004 New Jersey Charter School Application* Summary - Projected Student Enrollment - 1st year. Non-resident district enrollments can only be identified after a charter school has been approved, and all applications are received. With the exception of a proposed charter school planning to operate with a region of residence, the basis for funding will be estimated using the financial data of the district board of education in which the charter school facility is located. A charter school planning to operate with a region of residence should estimate enrollment breakdowns for the district boards of education that comprise the region of residence on the relative population in each district. All charter school applicants must provide line-item detail for the breakdown of enrollment by specific grades.

Beginning Fund Balance (Line 6)

- ◆ A beginning fund balance in any given year, with the exception of the initial start-up year, is due to the general fund revenues exceeding the general fund expenditures in the preceding year. No fund balance is generated in the special revenue fund, since revenues and expenditures recorded in the fiscal year should always be equal.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Revenues -- General Fund

Budgeted Fund Balance (Line 10)

- ◆ Budgeted fund balance is the use of beginning fund balance supplementing other revenue sources to meet the proposed expenditures in any planning year. Since the initial year of a charter school has no beginning fund balance, there is no budgeted fund balance for the first year of operation.

Charter School Aid

- ◆ Requests for estimating the following revenue lines must be made to the Department of Education (Fax# 609-292-6794) by submitting the Financial Data Request form on page 70 of this application. Pages 54 to 60 describe how this aid is calculated.

Line	Description
11	"Per pupil amount" Local Share – Charter School Aid
12	"Per pupil amount" State Share - Charter School Aid
13	Total "Per pupil amount"
15 through 20	Categorical Aid - Special Education, Bilingual, Instructional Supplement Aid, Early Childhood Program Aid, Demonstrably Effective Program Aid

Total "Per pupil amount" (Line 13)

- ◆ Total "Per pupil amount" must be calculated prior to calculating local share (Line 11) and state share (Line 12). The "Per pupil amount" means the lower of either 90 percent of the "program budget" or 90 percent of the maximum T&E amount weighted for the specific grade category.
- ◆ For the 2005-06 school year, the program budget shall be adjusted by the Consumer Price Index (CPI) rate.

Definitions

- ◆ "Program budget" based on the prebudget year means the sum inflated by the CPI rate published most recent to the budget calculation of (1) core curriculum standards aid, (2) supplemental core curriculum standards aid, (3) stabilization aid as defined in N.J.S.A. 18A:7F-1 et seq. or the appropriation act for the appropriate year; (4) designated general fund balance, (5) miscellaneous local general fund revenue and (6) the district's general fund tax levy less prior period adjustment for capital outlay. The "program budget per pupil" means the apportionment among the district of residence and non-resident district's October 15 weighted resident enrollment consistent with N.J.S.A.18A:7F-12 by grade category and then divided by the same district's resident enrollment by grade as of October 15.
- ◆ "T&E amount" means the established cost per elementary student for a thorough and efficient (T&E) education as defined by N.J.S.A. 18A:7F-3.

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

EXAMPLE: Resident District Prebudget Data

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Grade Category	Projected Resident 10/15/04	Wgt	[(A)x(B)] Wgt Res Enroll.	[(C)/Total] Ratio %	[(D) x Total] Total Program Budget \$35,854,341	[(E)/(A)] Program Budget Per Pupil @ 100%	[(F) x 90%] Program Budget Per Pupil @ 90%	Maximum T&E Per Pupil @ 90%
Kindergarten	310	.5	155	3.9%	\$1,398,319	\$4,511	\$4,060	\$4,031
Gr 1-5	1637	1.0	1637	40.7%	\$14,592,717	\$8,914	\$8,023	\$8,063
Gr 6-8	917	1.04	954	23.7%	\$8,497,479	\$9,267	\$8,340	\$8,385
Gr 9-12	1149	1.11	1275	31.7%	\$11,365,826	\$9,892	\$8,903	\$8,950
Total	4013		4021	100%	\$35,854,341			

****The per pupil amount for the specific grade level is equal to the lower of: (1) the program budget per pupil amount at 90 percent or (2) the capped amount for the resident district or (3) the average per pupil amount for the regional charter schools or (4) the maximum per pupil T&E at 90 percent.**

Total “Per pupil amount” for Charter School Revenue Projections:

	Charter School Projected Enrollments	Per Pupil Amount	Total Per pupil amount
Kindergarten	15	\$4,031	\$60,465
Gr 1-5	75	\$8,023	\$601,725
Total “Per pupil amount” (Line13)	90		\$662,190

“Per pupil amount”: Local Share (Line 11) and State Share (Line 12)

- ◆ For cash flow purposes, total “per pupil amount” is delineated between local share (Line 11) and state share (Line 12). The local share of the per pupil amount will be paid in 12 installments beginning July 15; and the state share of the per pupil amount and categorical aid will be paid in 20 installments on the eighth and twenty second of each month from September through June, one day after receipt of state aid payments. Beginning in September, the local share of the “per pupil amount” can be combined with the second monthly payment of state aid. This provision may be changed if an alternative payment schedule can be arranged which is mutually agreed upon by the parties. **A separate monthly Cash Flow Schedule is required for the first year of operations to ensure that the charter school has a plan to meet its financial obligations. Reference Part 2, Section 3. Cash Flow Schedule. Note: Since district payments to the charter school are not initiated until the school receives final approval, the Cash Flow Schedule should reflect the first three “local share” of the per pupil amounts to be received in September.**
- ◆ The state share shall be that part of the program budget which is supported by the district of residence’s (1) core curriculum standards aid, (2) supplemental core curriculum standards aid, (3) stabilization aid and (4) supplemental stabilization aid. The local share shall be that part of the program supported by the district of residence’s (5) general fund tax levy, (6) budgeted general fund balance, (7) miscellaneous local general fund revenue and (8) adjustment for capital outlay (must be deducted).

2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004

♦ **EXAMPLE: Local/State Share - Program Budget**

Core Curriculum Standards Aid	(1)	\$25,501,280
Supplemental Core Curriculum Standards Aid	(2)	\$2,062,146
Stabilization Aid	(3)	\$0
Supplemental Stabilization Aid	(4)	\$0
Total State Aid	(A) = Sum of (1-4)	\$27,563,426
Percentage of State Share (%)	(C) = (A)/(E)	78.9%
General Fund Tax Levy	(5)	\$6,220,639
Budgeted General Fund Balance	(6)	\$948,068
Misc. Local General Fund Revenue	(7)	\$200,000
(Less) Adjustment for Capital Outlay	(8)	\$0
Total Local Aid	(B) = Sum of (5-7) Less (8)	\$7,368,707
Percentage of Local Share (%)	(D) = (B)/(E)	21.1%
Total Program Budget	(E)= (A) + (B)	\$34,932,133
Line 11 = Local Share	(D) x **Total Per pupil amount	\$522,468
Line 12 = State Share	(C) x **Total Per pupil amount	\$139,722
** assume the total "per pupil amount" equals		
\$662,190		

Categorical Aid (Line 14)

- ♦ Categorical aid in the charter school application shall be calculated on assumptions predicated on total student profiles in the district of residence. These estimates are based on the probability that, by virtue of open enrollment, the charter school will have an enrollment characteristic matching the district of residence. Once a charter school is approved, actual categorical aid will be based on the students enrolled in the charter and whether the student or the charter school is eligible for the specific aid. When submitting the charter school Budget Summary, the charter school applicant must consider the associated expenditures in providing the appropriate categorical services to each student. An example follows for each of the categorical aid line items and specific criteria.

- ♦ Examples show cost factors for 2004-05 school year.

Special Education (Line 15)

- ♦ Special education aid in the application will be projected based on the current financial information as calculated for the district of residence. Special education aid is calculated by adding aid for four tiers of pupils. Classified pupils in Tiers II through IV are eligible for Tier I aid.

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

EXAMPLE:

		---District Profile---		-Charter School Projections-		
Tiers	Descriptions	(A)	(B)	(C)	(D)	(E)
		District of Residency Projected Special Education - TIER 1 (# of students)	(A)/Total Projected District Enrollment of 20,729	(B) x Charter School Projected Enrollment of 150	Cost Factors 2004-05	(C) x (D) Total Estimated Special Education Aid
Tier I	Number of special education (SE) classified students receiving each related service, including, but not limited to, occupational therapy, physical therapy, speech and counseling. Classified pupils shall be eligible to receive aid for up to four services.	1,597	7.70%	11	\$310	\$3,410
Tier II	Number of students classified specific learning disabled, traumatic brain injury, cognitively impaired-mild, preschool disabled (excluding Tier IV)	2,548	12.29%	18	\$3,260	\$58,680
Tier III	Number of students classified cognitively impaired-moderate, emotionally disturbed, multiply disabled, auditorily impaired, orthopaedically impaired, communication impaired, other health impaired, visually impaired, and nonclassified students in juvenile community programs (excluding Tier IV)	594	2.87%	4	\$5,975	\$23,900
Tier IV	Number of students classified cognitively impaired severe, autistic and any classified students receiving one or more of the defined intensive services such as: individualized instruction, student to teacher-aide ration of 3:1 or less, high level assistive technology, or extended school year	105	.50%	0	\$13,037	\$0
					TOTAL	\$85,990

Bilingual Aid (Line 16)

- ◆ Bilingual aid in the application will be projected based on the current financial information as calculated for the district of residence.

EXAMPLE: ---District Profile--- -Charter School Projections-

(A)	(B)	(C)	(D)	(E)
Resident District Projected Bilingual Students	(A)/Total Projected District Enrollment of 20,729	(B) x Charter School Projected Enrollment of 150	Cost Factor 2004-05	(C) x (D) Total Estimated Bilingual Aid
1400	6.75%	10	\$1,168	\$11,680

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

Instructional Supplement Aid (Line 17)

- ◆ A district of residence is eligible for instructional supplement aid when the concentration of low-income pupils is equal to or greater than 5 percent and less than 20 percent. Low-income pupils are pupils from households with a household income at or below 130 percent of the most recent federal poverty guidelines. These are the same pupils eligible for free milk and free meals under the federal child nutrition programs. Only if the district of residence is receiving this aid and the charter school meets the above qualifications will the charter school be eligible to receive this aid.

EXAMPLE: --District Profile-- --Charter School Projections--

(A) District Concentration of Low-Income Pupils	(B) (A) x Charter School Projected Enrollment of 200	(C) Cost Factor 2004-05	(D) (B) x (C) Total Estimated Instructional Supplement Aid
6.8%	13	\$369	\$4,797

Reserve for Future Use (Line 18)

Early Childhood Program Aid (Line 19)

Early childhood program aid is provided to districts of residence other than county vocational schools and limited purpose regional school districts with a concentration of low-income pupils equal to or greater than 20 percent. Low-income pupils are pupils from households with a household income at or below 130 percent of the most recent federal poverty guidelines. These are the same pupils eligible for free milk and free meals under the federal child nutrition programs. If the concentration of low-income pupils is equal to or greater than 20 percent and less than 40 percent, the total number of students enrolled in the charter school is multiplied by \$506. If the concentration of low-income pupils is equal to or greater than 40 percent, the total number of students enrolled in the charter school is multiplied by \$817. Once the charter school is approved, the actual aid that the charter school will receive is the lesser of the per pupil amount provided to the district board of education for that aid category or the per pupil amount that would be provided to a district board of education with a concentration of low-income pupils that equals the concentration of low-income pupils in the charter school. Early childhood program aid is provided for the purpose of providing full-day kindergarten and preschool classes and other early childhood programs and services, for the purpose of expanding instructional services to three-year olds and for providing transition and social services to primary grade pupils.

EXAMPLE: -District Profile- -----Charter School Projections-----

(A) District Concentration of Low-Income Pupils	(B) Charter School Projected Enrollment	(C) Cost Factor 2004 -05 if (A) is > 20% less than 40% = \$506 > if >40% =\$817	(D) (B) x (C) Total Estimated Early Childhood Program Aid
55%	150	\$817	\$122,550

Demonstrably Effective Program Aid (Line 20)

- ◆ Demonstrably effective program aid is generated by individual schools based on their concentration of low-income pupils which must be equal to or greater than 20 percent. Low-

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

income pupils are pupils from households with a household income at or below 130 percent of the most recent federal poverty guidelines. These are the same pupils eligible for free milk and free meals under the federal child nutrition programs. If the concentration of low-income pupils is equal to or greater than 20 percent and less than 40 percent, the total number of charter school students enrolled is multiplied by \$327. If the concentration of low-income pupils is equal to or greater than 40 percent, the total number of charter school students enrolled is multiplied by \$463. Once the charter school is approved, the actual aid that the charter school will receive is the lesser of the per pupil amount provided to the school in the district of residence for that aid category or the per pupil amount that would be provided to the school in the district of residence with a concentration of low-income pupils that equals the concentration of low-income pupils in the charter school.

EXAMPLE:

--District Profile-- ---Charter School Projections---

Category of Low-Income Pupils	(A) Number of Schools	(B) % of Schools by Category	(C) (B) x Charter School Projected Enrollment of 150	(D) Cost Factor 2004-05 ➤ 20% less than 40% = \$327 ➤ if >40% = \$463	(E) (C) x (D) Total Estimated Demonstrably Effective Program Aid
◆ Number of schools with concentration of low-income pupils = 20% and <40%	7	38%	57	\$327	\$18,639
◆ Number of schools with concentration of low-income pupils = >40%	11	62%	93	\$463	\$43,059
◆ Number of schools with concentration of low-income pupils <20%	0	0	0	0	0
Total Number of Schools	18	100%	150		\$61,698

Other Categorical Aid (Line 21)

- ◆ Include other state aid if provided. This would include the State appropriation to make up the difference in “per pupil amount” up to the district’s “program budget” amount, if capped by maximum T&E amount as per N.J.S.A.18A:36A-12(c), nonpublic student aid as per N.J.S.A.18A:36A-12(d) and state aid to a charter school which operates a full-day kindergarten and which is located in an Abbott district upon legislative approval.

EXAMPLE: Charter School Projections---

(A) District	(B) Number of Students	(C) Prior to Mandate	(D) Per the Mandate	(E) (C) – (D) Difference in the Per Pupil Amount
District 1	2	\$20,658	\$20,658	\$0
District 2	1	\$12,095	\$8,950	\$3,145
District 3	230	\$3,260,000	\$2,289,000	\$971,000
Total	233	\$3,292,753	\$2,318,608	\$974,145
			District Payment	State Payment

Total Revenues from Other Sources (Line 23)

- ◆ List other revenues that are given to the charter under the conditions that the charter school could use the funds without restriction for any legal purpose (for example, investment income generated by fund balance). If there is more than one source of revenue, list the specific source (and name) on the line-item detail support page.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Restricted -- Special Revenue Fund

State Projects (Lines 27 and 28)

- ◆ List separately one major revenue source on Line 27 from which the charter school will receive restricted revenues from the state. On Line 28, combine all other revenues but list the specific source (and name) on the line-item detail support page. These revenue sources are under the conditions that the charter school must use these funds for a specific purpose.

Federal Projects (Lines 31 and 32)

- ◆ List separately one major revenue source on Line 31 from which the charter school will receive restricted revenues from federal sources. On Line 32, combine all other revenues but list the specific source (and name) on the line-item detail support page. These revenue sources are under the conditions that the charter school must use these funds for a specific purpose.

Revenues from Other Sources (Lines 35 through 37)

- ◆ List separately two major revenue sources on Lines 35 and 36 from which the charter school will receive restricted revenues from other than state and federal sources. On Line 37, combine all other revenues but list the specific source (and name) on the line-item detail support page. These revenue sources are under the conditions that the charter school must use these funds for a specific purpose.

Expenditures -- Instruction

Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in other locations such as a home or a hospital. Included here are the activities of aides or classroom assistance of any type. Pursuant to N.J.A.C. 6A:11-7.3(e) A charter school shall be monitored by the Commissioner to insure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State.

Salaries of Teachers (Line 43)

- ◆ The salaries for all teaching services rendered to pupils including the services of part-time, summer and substitute teachers. If teachers are sharing responsibilities between teaching assignments and administrative or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Other Salaries for Instruction (Line 44)

- ◆ The salaries for any assistants or aides to instructional staff other than secretarial or clerical personnel.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Purchased Professional and Technical Services (Line 45)

- ◆ Services, which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of assembly speakers and standardized specific subject exams.

Other Purchased Services (Line 46)

- ◆ Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). While product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included is the rental of equipment for instructional use.

General Supplies (Line 47)

- ◆ Expenditures for all classroom supplies other than textbooks, including freight and cartage. Includes tests, chalk, paper, pencils, filmstrips, periodicals, etc.

Textbooks (Line 48)

- ◆ Expenditures for textbooks furnished free to pupils, binding and other textbook repairs and freight cartage of textbooks. Expenditures for books used in the classroom not meeting this definition are included in general supplies.

Miscellaneous Expense (Line 49)

- ◆ Amounts paid for instructional goods and services not classified elsewhere. For example, admission costs for field trips (not including transportation).

EXPENDITURES -- ADMINISTRATIVE

The expenditures in this area of the budget include the following: general/school administration, business/central services and improvement of instruction services. Total general/school administration includes the costs associated with the activities concerned with establishing and administering policy for operating the charter school. Business services include costs for such services as budgeting services, receiving and disbursing services, financial/property accounting, payroll, inventory control, managing funds, purchasing services, printing, publishing and duplicating services. Central services include activities such as research and development, planning, evaluation, information services, data processing services and staff services. Services related to improvement of instruction include the costs associated with the assistance of instructional staff in planning, developing and evaluating the process of providing learning experiences for students.

Salaries of Administration (Line 52)

- ◆ The salaries for all positions, with the exception of secretarial and clerical assistants, as described under Administration Expenses in this Budget Summary Key. If the personnel in these positions are sharing responsibilities between administrative assignments and teaching or support assignments as defined on the subsequent pages, their salaries should be prorated

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

based on the time spent on each major assignment whether teaching, administrative or support.

Salaries of Secretarial/Clerical Assistants (Line 53)

- ◆ The salaries for all secretarial and clerical assistants, as described under Administration Expenses in this Budget Summary Key.

Total Benefit Costs (Line 54)

- ◆ Expenses paid by the charter school on behalf of all employees; these amounts are not included in the gross salary but are in addition to that amount. Included in this category are group insurance, Social Security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensation and unused sick leave. **TPAF (Teachers Pension and Annuity Fund) Social Security and pension costs will be paid by the state on behalf of the charter school; therefore, these expenditures should not be planned in the Budget Summary of the application.** TPAF Social Security will be on a reimbursement basis by the State; therefore, this should be considered in the cash disbursements in the Cash Flow Schedule.

Purchased Professional/Technical Services (Consultants) (Line 55)

- ◆ Services that are not performed by an employee of the charter school but rather purchased as it relates specifically to administration. Some examples are purchased services for areas such as business support services for budgeting and payroll, financial accounting, outside auditors, curriculum developers, legal services and consultants.

Other Purchased Services (Line 56)

- ◆ Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). Included is the rental of equipment (exclusive of communications/equipment), staff travel for administration and management fees.

Communications/Telephone (Line 57)

- ◆ Expenditures for telephone and communication services including the rental of equipment. Also included here are the expenses for postage equipment rental and postage.

Supplies and Materials (Line 58)

- ◆ Amounts paid for material items relating to administration of an expendable nature that are consumed, worn out or deteriorated by use.

Judgments against the Charter School (Line 59)

- ◆ Expenditures for all judgments against the charter school that are not covered by liability insurance but are of a type that might have been covered by insurance. Legal expenses for defending against judgments are not recorded here but under Administration -- Purchased Professional/Technical Services.

Interest on Current Loans (Line 60)

- ◆ Expenditures for interest on notes (not including interest on mortgage payments).

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Interest for Lease Purchase Agreements (Line 61)

- ◆ Amounts paid for interest under lease purchase agreements.

Mortgage Payments Interest (Line 62)

- ◆ Mortgage cost (interest only) for facilities owned by the charter school.

Miscellaneous Expense (Line 63)

- ◆ Amounts paid for administrative goods and services not classified elsewhere.

EXPENDITURES -- SUPPORT SERVICES

Costs associated with the activities related to assisting the instructional staff with the content and process of providing learning experiences and other costs associated with daily operations of the charter school. The major functions will include attendance/social work services, health/personnel services, guidance services, child study teams, educational media/school library, operations and maintenance of plant services, transportation services directly provided by the charter school, food services programs and board-sponsored athletics and co-curricular activities.

Salaries of Support Services (Line 66)

- ◆ Salaries for services rendered as outlined in the Support Services section of this Budget Summary Key. If the personnel in these positions are sharing responsibilities between support assignments and teaching or administrative assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Purchased Professional/Technical Staff (Consultants) (Line 67)

- ◆ Services that are not performed by an employee of the charter school but purchased as it relates specifically to support services. Examples include guidance services and child study team services.

Other Purchased Services (Line 68)

- ◆ Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). Included is the rental of equipment for support services use and cleaning, repair and maintenance services by non-charter school employees.

Rent of Land and Buildings (Line 69)

- ◆ The cost to rent buildings or facilities used by the charter school.

Insurance for Property, Liability and Fidelity (Line 70)

- ◆ Expenditures for all types of insurance coverage other than fringe benefits for employees and administrative-related insurance, which are reported under Administrative Expenses.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Supplies and Materials (Line 71)

- ◆ Amounts paid for material items relating to support services of an expendable nature that are consumed, worn out or deteriorated by use.

Transportation - Other than to/ from School (Line 72)

- ◆ The cost of all other transportation services other than to and from school provided to students attending the charter school. This would include the cost of field and athletic trips.

Non-Mandated Transportation to/ from School (Line 73)

- ◆ The costs of transportation services to and from school not required by regulation.

Energy Costs (Line 74)

- ◆ The cost of utilities; for example, heat, electricity and air conditioning.

Miscellaneous Expenditures (Line 75)

- ◆ Amounts paid for goods or services related to support services not properly classified elsewhere.

CAPITAL OUTLAY

Activities concerned with equipment purchases, acquiring land and buildings, remodeling buildings, initially installing or extending service systems and other built-in equipment and improving sites.

Instructional Equipment (Line 78)

- ◆ Expenditures for the initial, additional and replacement items of furniture and equipment. Instructional furniture and equipment is that which is purchased for use by pupils and instructional staff in instruction programs.

Non-Instructional Equipment (Line 79)

- ◆ Expenditures for the initial, additional and replacement items of furniture and equipment. Non-instructional furniture and equipment is that which is purchased for use by either administrative or support services and serve no direct instructional benefit to the students (for example, computer hardware for the business office).

Purchase of Land/Improvements (Line 80)

- ◆ Expenditures for the purchase of land and the improvements.

Lease Purchase Agreements – Principal (Line 81)

- ◆ Amounts paid for the principal under lease purchase agreements for land and buildings.

Mortgage Payments Principal (Line 82)

- ◆ Mortgage cost (principal only) for buildings or facilities owned by the charter school.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Building Purchase other than Lease Purchase (Line 83)

- ◆ Amounts paid for the purchase of a building other than lease purchase agreement.

Miscellaneous Expense (Line 84)

- ◆ Amounts paid for capital goods and services not classified elsewhere.

RESTRICTED/SPECIAL REVENUE FUND

State Projects (Lines 91 and 92)

- ◆ List separately expenditures on Line 91 for the one major revenue source listed on Line 27 from which the charter school will receive restricted revenues from the state. Line 92 will be the combined expenditures for all other revenues as listed on Line 28 in the revenue section of this Budget Summary statement. These expenditures must match the revenues realized in any given year.

Federal Projects (Lines 96 and 97)

- ◆ List separately expenditures on Line 96 for the one major revenue source listed on Line 31 from which the charter school will receive restricted revenues from federal sources. Line 97 will be the combined expenditures for all other revenues as listed on Line 32 in the revenue section of this Budget Summary statement. These expenditures must match the revenues realized in any given year.

Revenues from Other Sources Restricted (Line 100-102)

- ◆ List separately expenditures for the two major revenue sources listed on Lines 35 and 36 from which the charter school will receive restricted revenues from other than state and federal sources. Line 102 will be the combined expenditures for all other revenues listed on Line 37 in the revenue section of this Budget Summary statement. These expenditures must match the revenues realized in any given year.

Ending Fund Balance (Line 108)

- ◆ **The charter school cannot generate an ending fund balance that will place the charter school in a deficit position.** Ending fund balance is calculated by adding beginning fund balance plus total revenues less budgeted fund balance and total expenditures.

Review Criteria: *See page 50 of Section 2. Financial Plan.*

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

BUDGET SUMMARY				
Charter School Name _____				
		Prior Year	Budget	Proposed
		Actual	Current	Year Only
		FY_____	FY_____	FY_____
Line		(Col. 1)	(Col. 2)	(Col. 3)
1	Enrollments			
2	District of Residence			
3	Non-Resident District			XXXXXXXX
4	Total Enrollments			
5				
6	Beginning Fund Balance			XXXXXXXX
7				
8	Revenues			
9	General Fund			
10	Budgeted Fund Balance	XXXXXXXX		XXXXXXXX
11	"Per pupil amount" Local Share-Charter School Aid			
12	"Per pupil amount" State Share-Charter School Aid			
13	Total "Per pupil amount" (Lines 11, 12)			
14	Categorical Aid			
15	Special Education			
16	Bilingual Aid			
17	Instructional Supplement Aid			
18	Reserved for Future Use			
19	Early Childhood Program Aid			
20	Demonstrably Effective Program Aid			
21	Other-State Revenue			
22	Total Categorical Aid (Lines 15 through 21)			
23	Total Revenues from Other Sources:			
24	Total General Fund (Lines 10, 13, 22, 23)			
25	Restricted - Special Revenue Fund			
26	State Projects:			
27	Source:			
28	Other:			
29	Total State Projects (Lines 27, 28):			
30	Federal Projects:			
31	Source:			
32	Other:			
33	Total Federal Projects (Lines 31, 32):			
34	Revenues from Other Sources- Restricted			
35	Source:			
36	Source:			
37	Other:			
38	Total Other Sources (Lines 35, 36, 37):			

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

39	Total Special Revenue Fund (Lines 29, 33, 38)			
40	Total Revenues (Lines 24, 39)			

BUDGET SUMMARY				
	Charter School Name			
		Prior Year	Budget	Proposed
		Actual	Current	Year Only
		FY_____	FY_____	FY_____
Line		(Col. 1)	(Col. 2)	(Col. 3)
41	Expenditures-General Fund			
42	Instruction			
43	Salaries of Teachers			
44	Other Salaries for Instruction			
45	Purchased Professional/Technical Services			
46	Other Purchased Services			
47	General Supplies			
48	Textbooks			
49	Miscellaneous Expense			
50	Total Instructional Expense			
51	Administrative			
52	Salaries – Administration			
53	Salaries of Secretarial/Clerical Assistants			
54	Total Benefit Costs			
55	Purch. Professional/Tech.Serv.(Consultants)			
56	Other Purchased Services			
57	Communications/Telephone			
58	Supplies and Materials			
59	Judgments Against Charter Schools			
60	Interest on Current Loans			
61	Interest for Lease Purchase Agreements			
62	Mortgage Payments-Interest			
63	Miscellaneous Expense			
64	Total Administrative Expense			
65	Support Services			
66	Salaries			
67	Purch. Professional/Tech. Serv.(Consultants)			
68	Other Purchased Services			
69	Rental of Land and Buildings			
70	Insurance for property, liability and fidelity			
71	Supplies and Materials			
72	Transportation - Other than to/from school			
73	Non-mandated Transport.-To and from school			
74	Energy Costs (Heat and Electricity)			
75	Miscellaneous Expense			
76	Total Support Services Expense			
77	Capital Outlay			
78	Instructional Equipment			
79	Noninstructional Equipment			
80	Purchase of Land/Improvements			
81	Lease Purchase Agreements-Principal			
82	Mortgage Payments-Principal			
83	Building Purchase other than Lease Purchase			

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

84	Miscellaneous Expense			
85	Total Capital Outlay			
86	Total General Fund (Lines 50, 64, 76, 85)			

BUDGET SUMMARY				
	Charter School Name			
		Prior Year	Budget	Proposed
		Actual	Current	Year Only
		FY_____	FY_____	FY_____
Line		(Col. 1)	(Col. 2)	(Col. 3)
87	Expenditures--Special Revenue Fund			
88	Restricted /Special Revenues Programs			
89				
90	State Projects:			
91	Source:			
92	Other:			
93	Total State Projects			
94				
95	Federal Projects:			
96	Source:			
97	Other:			
98	Total Federal Projects			
99	Revenues from Other Sources- Restricted			
100	Source:			
101	Source:			
102	Other:			
103	Total Other Sources			
104	Total Special Revenue Fund (Lines 93, 98, 103)			
105				
106	Total Expenditures (Lines 86, 104)			
107				
108	Ending Fund Balance (Lines 6 + 40 - 10 - 106)			

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

3. Cash Flow Schedule

**A copy of the form for the Cash Flow Schedule is found at www.state.nj.us/education. Click “Subjects A to Z” “Charter Schools” and “Charter School Application.”*

Prepare a first-year cash flow analysis covering projected cash receipts and cash disbursements of funds. Include all cash receipts and cash disbursements expected to be received or disbursed between the approval date of the charter and June 30 prior to the start of the first school year. **The Cash Flow Schedule should cover the period from January 2005 through June 2006. If taking a planning year, also provide a Cash Flow Schedule from July 2006 through June 2007, the first year of operation.**

A separate monthly Cash Flow Schedule is required for the first-year operations to ensure that the charter school has a plan to meet its financial obligations. One of the responsibilities of management with respect to cash is to ensure that there is sufficient cash to carry on the operations of the school. **Monthly and year-end balances should never be in a deficit position.** Cash forecasting is necessary for the proper planning of future operations and to assure that cash is available when needed. The Cash Flow Schedule should present all the expected inflows and outflows of cash on a monthly basis. The importance of this Cash Flow Schedule cannot be overemphasized. The start-up of a new school will most likely require management to seek other sources of funds in the initial year of operation.

For cash flow purposes, the local share of the “per pupil amount” estimated on Line 11 of the Budget Summary will be paid in 12 installments beginning July 15. The state share of the “per pupil amount” estimated on Line 12 along with the estimated categorical aid on Lines 15-20 of the Budget Summary will be paid in 20 installments on the eighth and twenty second of each month from September through June, one day after receipt of state aid payments. **Note: Since district payments to the charter school are not initiated until the school receives final approval, the Cash Flow Schedule should reflect the first three “local share” of the per pupil amounts to be received in September.**

Other Categorical Aid paid directly to the charter schools from the State should be recorded quarterly. These revenues sources, in addition to all other sources as estimated on the Budget Summary, should be considered in this Cash Flow Schedule. In addition, any anticipated loans should be taken into account. **Cash receipts for short-term loans are not a revenue source in the Budget Summary, but should only be presented in the Cash Flow Schedule.** Anticipated interest expense on this loan should be shown in the expenditures of the Budget Summary.

The applicant must show a **12-month schedule plus any cash receipts and disbursements made between the approval of the charter school application (January 2005) and the start of the first school year.**

Review Criteria: *See page 50 of Section 2. Financial Plan.*

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

Financial Data Request
 (Submit no later than May 28, 2004)

Name of Charter School _____

Location of Charter School:

District of Residence or _____

Districts in Region of Residence _____

County _____

In accordance with N.J.S.A. 18A:36A *Charter School Program Act of 1995* and the **2004 New Jersey Charter School Application**, I am requesting the "total per pupil amount" both state share and local share in addition to the associated categorical aid to be calculated based on the following information: **Please Note: COLUMN 1 should be filled out by a charter school applicant that is seeking to operate with a District of Residence only. An applicant who proposes a charter school with a Region of Residence must complete a column for each district that the proposed charter school will have in its Region of Residence (columns 2-5). If you have more than four districts in your region of residence, please add more columns as necessary.**

<u>Grade</u> <u>Category</u>	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> COLUMN 1	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> COLUMN 2	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> COLUMN 3	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> COLUMN 4	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> COLUMN 5	<u>Projected</u> <u>First-Year</u> <u>Charter</u> <u>School</u> <u>Enrollments</u> TOTAL COL 2 - 5
	District of Residence	District #1 Region of Residence	District #2 Region of Residence	District #3 Region of Residence	District #4 Region of Residence	Region of Residence
Preschool	_____	_____	_____	_____	_____	_____
K	_____	_____	_____	_____	_____	_____
Gr 1-5	_____	_____	_____	_____	_____	_____
Gr 6-8	_____	_____	_____	_____	_____	_____
Gr 9-12	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____

IMPORTANT NOTE: IF YOU CHOOSE TO HAVE A CHARTER IN WHICH ONE OF THE DISTRICT(S) OF RESIDENCE IS A PUBLIC SCHOOL THAT IS A REGIONAL SCHOOL, YOU MUST INCLUDE ALL OF THE PUBLIC SCHOOL DISTRICTS WHICH MAKE UP THE REGIONAL SCHOOL IN THE REGION OF RESIDENCE.

I understand the financial data that will be forwarded is preliminary and for planning purposes only and is subject to change.

Charter School Applicant Representative _____
 Signature _____

Address _____

City/Town _____ Zip _____

Telephone _____ Fax _____

COMPLETED FORMS SHOULD BE MAILED OR FAXED TO:
 Office of School Funding, New Jersey State Department of Education,
 P. O. Box 500, Trenton, NJ 08625-0500 FAX (609) 292-6794

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

CHARTER SCHOOL PROGRAM ACT OF 1995
N.J.S.A. 18A:36A
Effective January 1996
Amended November 2000

18A:36A-1. Short title

This act shall be known and may be cited as the "Charter School Program Act of 1995."

L.1995,c.426,s.1.

18A:36A-2. Findings, declarations relative to establishment of charter schools

The Legislature finds and declares that the establishment of charter schools as part of this State's program of public education can assist in promoting comprehensive educational reform by providing a mechanism for the implementation of a variety of educational approaches which may not be available in the traditional public school classroom. Specifically, charter schools offer the potential to improve pupil learning; increase for students and parents the educational choices available when selecting the learning environment which they feel may be the most appropriate; encourage the use of different and innovative learning methods; establish a new form of accountability for schools; require the measurement of learning outcomes; make the school the unit for educational improvement; and establish new professional opportunities for teachers.

The Legislature further finds that the establishment of a charter school program is in the best interests of the students of this State and it is therefore the public policy of the State to encourage and facilitate the development of charter schools.

L.1995,c.426,s.2.

18A:36A-3. Charter school program established

a. The Commissioner of Education shall establish a charter school program which shall provide for the approval and granting of charters to charter schools pursuant to the provisions of this act. A charter school shall be a public school operated under a charter granted by the commissioner, which is operated independently of a local board of education and is managed by a board of trustees. The board of trustees, upon receiving a charter from the commissioner, shall be deemed to be public agents authorized by the State Board of Education to supervise and control the charter school.

b. The program shall authorize the establishment of not more than 135 charter schools during the 48 months following the effective date of this act. A minimum of three charter schools shall be allocated to each county. The commissioner shall actively encourage the establishment of charter schools in urban school districts with the participation of institutions of higher education.

L.1995,c.426,s.3.

APPENDIX A

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

18A:36A-4. Establishment of charter school

a. A charter school may be established by teaching staff members, parents with children attending the schools of the district, or a combination of teaching staff members and parents. A charter school may also be established by an institution of higher education or a private entity located within the State in conjunction with teaching staff members and parents of children attending the schools of the district. If the charter school is established by a private entity, representatives of the private entity shall not constitute a majority of the trustees of the school, and the charter shall specify the extent to which the private entity shall be involved in the operation of the school. The name of the charter school shall not include the name or identification of the private entity, and the private entity shall not realize a net profit from its operation of a charter school. A private or parochial school shall not be eligible for charter school status.

b. A currently existing public school is eligible to become a charter school if the following criteria are met:

(1) At least 51% of the teaching staff in the school shall have signed a petition in support of the school becoming a charter school; and

(2) At least 51% of the parents or guardians of pupils attending that public school shall have signed a petition in support of the school becoming a charter school.

c. An application to establish a charter school shall be submitted to the commissioner and the local board of education or State superintendent, in the case of a State-operated school district, in the school year preceding the school year in which the charter school will be established. The board of education or State superintendent shall review the application and forward a recommendation to the commissioner within 60 days of receipt of the application. The commissioner shall have final authority to grant or reject a charter application.

d. The local board of education or a charter school applicant may appeal the decision of the commissioner to the State Board of Education. The State board shall render a decision within 30 days of the date of the receipt of the appeal. If the State board does not render a decision within 30 days, the decision of the commissioner shall be deemed final.

e. A charter school established during the 48 months following the effective date of this act, other than a currently existing public school which becomes a charter school pursuant to the provisions of subsection b. of section 4 of this act, shall not have an enrollment in excess of 500 students or greater than 25% of the student body of the school district in which the charter school is established, whichever is less.

Any two charter schools within the same public school district that are not operating the same grade levels may petition the commissioner to amend their charters and consolidate into one school. The commissioner may approve an amendment to consolidate, provided that the basis for consolidation is to accommodate the transfer of students who would otherwise be subject to the random selection process pursuant to section 8 of P.L.1995, c.426 (C.18A:36A-8).

L.1995,c.426,s.4; amended 2000,c.142,s.1.

18A:36A-5. Application for charter school

The application for a charter school shall include the following information:

a. The identification of the charter applicant;

b. The name of the proposed charter school;

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

- c. The proposed governance structure of the charter school including a list of the proposed members of the board of trustees of the charter school or a description of the qualifications and method for the appointment or election of members of the board of trustees;
- d. The educational goals of the charter school, the curriculum to be offered, and the methods of assessing whether students are meeting educational goals. Charter school students shall be required to meet the same testing and academic performance standards as established by law and regulation for public school students. Charter school students shall also meet any additional assessment indicators which are included within the charter approved by the commissioner;
- e. The admission policy and criteria for evaluating the admission of students which shall comply with the requirements of section 8 of this act;
- f. The age or grade range of students to be enrolled;
- g. The school calendar and school day schedule;
- h. A description of the charter school staff responsibilities and the proposed qualifications of teaching staff;
- i. A description of the procedures to be implemented to ensure significant parental involvement in the operation of the school;
- j. A description of, and address for, the physical facility in which the charter school will be located;
- k. Information on the manner in which community groups will be involved in the charter school planning process;
- l. The financial plan for the charter school and the provisions which will be made for auditing the school pursuant to the provisions of N.J.S.18A:23-1;
- m. A description of and justification for any waivers of regulations which the charter school will request; and
- n. Such other information as the commissioner may require.

L.1995,c.426,s.5.

18A:36A-6. Powers of charter school

A charter school established pursuant to the provisions of this act shall be a body corporate and politic with all powers necessary or desirable for carrying out its charter program, including, but not limited to, the power to:

- a. Adopt a name and corporate seal; however, any name selected shall include the words "charter school;"
- b. Sue and be sued, but only to the same extent and upon the same conditions that a public entity can be sued;
- c. Acquire real property from public or private sources, by purchase, lease, lease with an option to purchase, or by gift, for use as a school facility;
- d. Receive and disburse funds for school purposes;
- e. Make contracts and leases for the procurement of services, equipment and supplies;

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

- f. Incur temporary debts in anticipation of the receipt of funds;
- g. Solicit and accept any gifts or grants for school purposes; and
- h. Have such other powers as are necessary to fulfill its charter and which are not inconsistent with this act or the requirements of the commissioner.

The board of trustees of a charter school shall comply with the provisions of the "Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.).

L.1995,c.426,s.6.

18A:36A-7. Student admissions to charter school

A charter school shall be open to all students on a space available basis and shall not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, proficiency in the English language, or any other basis that would be illegal if used by a school district; however, a charter school may limit admission to a particular grade level or to areas of concentration of the school, such as mathematics, science, or the arts. A charter school may establish reasonable criteria to evaluate prospective students which shall be outlined in the school's charter.

L.1995,c.426,s.7.

18A:36A-8. Enrollment preference

a. Preference for enrollment in a charter school shall be given to students who reside in the school district in which the charter school is located. If there are more applications to enroll in the charter school than there are spaces available, the charter school shall select students to attend using a random selection process. A charter school shall not charge tuition to students who reside in the district

b. A charter school shall allow any student who was enrolled in the school in the immediately preceding school year to enroll in the charter school in the appropriate grade unless the appropriate grade is not offered at the charter school.

c. A charter school may give enrollment priority to a sibling of a student enrolled in the charter school.

d. If available space permits, a charter school may enroll non-resident students. The terms and condition of the enrollment shall be outlined in the school's charter and approved by the commissioner.

e. The admission policy of the charter school shall, to the maximum extent practicable, seek the enrollment of a cross section of the community's school age population including racial and academic factors.

L.1995,c.426,s.8.

18A:36A-9. Withdrawal, expulsion from charter school

A student may withdraw from a charter school at any time. A student may be expelled from a charter school based on criteria determined by the board of trustees, which are consistent with the provisions of N.J.S.18A:37-2, and approved by the commissioner as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school principal, in consultation with the student's teachers.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

L.1995,c.426,s.9.

18A:36A-10. Location of charter school

A charter school may be located in part of an existing public school building, in space provided on a public work site, in a public building, or any other suitable location. The facility shall be exempt from public school facility regulations except those pertaining to the health or safety of the pupils. A charter school shall not construct a facility with public funds.

L.1995,c.426,s.10.

18A:36A-11. Operation of charter school

a. A charter school shall operate in accordance with its charter and the provisions of law and regulation which govern other public schools; except that, upon the request of the board of trustees of a charter school, the commissioner may exempt the school from State regulations concerning public schools, except those pertaining to assessment, testing, civil rights and student health and safety, if the board of trustees satisfactorily demonstrates to the commissioner that the exemption will advance the educational goals and objectives of the school.

b. A charter school shall comply with the provisions of chapter 46 of Title 18A of the New Jersey Statutes concerning the provision of services to handicapped students; except that the fiscal responsibility for any student currently enrolled in or determined to require a private day or residential school shall remain with the district of residence.

c. A charter school shall comply with applicable State and federal anti-discrimination statutes.

L.1995,c.426,s.11.

18A:36A-12. Definitions; per pupil payments to charter school

a. As used in this section:

"Maximum T&E amount" means the T&E amount plus the T&E flexible amount for the budget year weighted for kindergarten, elementary, middle school and high school respectively as set forth in section 12 of P.L.1996, c.138 (C.18A:7F-12);

"Program budget" means the sum in the prebudget year inflated by the CPI rate published most recent to the budget calculation of core curriculum standards aid; supplemental core curriculum standards aid; stabilization aid, including supplemental stabilization aid and supplemental school tax reduction aid; designated general fund balance; miscellaneous local general fund revenue; and the district's general fund tax levy.

b. The school district of residence shall pay directly to the charter school for each student enrolled in the charter school who resides in the district an amount equal to the lower of either 90% of the program budget per pupil for the specific grade level in the district or 90% of the maximum T&E amount. The per pupil amount paid to the charter school shall not exceed the program budget per pupil for the specific grade level in the district in which the charter school is located. The district of residence shall also pay directly to the charter school any categorical aid attributable to the student, provided the student is receiving appropriate categorical services, and any federal funds attributable to the student.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

c. For any student enrolled in a charter school in which 90% of the program budget per pupil for the specific grade level is greater than 90% of the maximum T&E amount, the State shall pay the difference between the two amounts.

d. Notwithstanding the provisions of subsection b. of this section, in the case of a student who was not included in the district's projected resident enrollment for the school year, the State shall pay 100% of the amount required pursuant to subsection b. of this section for the first year of the student's enrollment in the charter school.

e. The State shall make payments required pursuant to subsections c. and d. of this section directly to the charter school.

L.1995,c.426,s.12; amended 2000,c.142,s.2.

18A:36A-13. Transportation for students

The students who reside in the school district in which the charter school is located shall be provided transportation to the charter school on the same terms and conditions as transportation is provided to students attending the schools of the district. Non-resident students shall receive transportation services pursuant to regulations established by the State board.

L.1995,c.426,s.13.

18A:36A-14. Authority of board of trustees; employees

a. The board of trustees of a charter school shall have the authority to decide matters related to the operations of the school including budgeting, curriculum, and operating procedures, subject to the school's charter. The board shall provide for appropriate insurance against any loss or damage to its property or any liability resulting from the use of its property or from the acts or omissions of its officers and employees.

b. In the case of a currently existing public school which becomes a charter school pursuant to the provisions of subsection b. of section 4 of this act, all school employees of the charter school shall be deemed to be members of the bargaining unit defined in the applicable agreement and shall be represented by the same majority representative organization as the employees covered by that agreement. In the case of other charter schools, the board of trustees of a charter school shall have the authority to employ, discharge and contract with necessary teachers and nonlicensed employees subject to the school's charter. The board of trustees may choose whether or not to offer the terms of any collective bargaining agreement already established by the school district for its employees, but the board shall adopt any health and safety provisions of the agreement. The charter school and its employees shall be subject to the provisions of the "New Jersey Employer-Employee Relations Act," P.L.1941, c.100 (C.34:13A-1 et seq.). A charter school shall not set a teacher salary lower than the minimum teacher salary specified pursuant to section 7 of P.L.1985, c.321 (C.18A:29-5.6) nor higher than the highest step in the salary guide in the collective bargaining agreement which is in effect in the district in which the charter school is located.

c. All classroom teachers and professional support staff shall hold appropriate New Jersey certification. The commissioner shall make appropriate adjustments in the alternate route program in order to expedite the certification of persons who are qualified by education and experience.

d. A public school employee, tenured or non-tenured, may request a leave of absence of up to three years from the local board of education or State district superintendent in order to work in a charter school. Approval for a leave of absence shall not be unreasonably withheld. Employees on a leave of absence as provided herein shall remain in, and continue to make contributions to, their retirement plan during the time of the leave and shall be

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

enrolled in the health benefits plan of the district in which the charter school is located. The charter school shall make any required employer's contribution to the district's health benefits plan.

e. Public school employees on a leave shall not accrue tenure in the public school system but shall retain tenure, if so applicable, and shall continue to accrue seniority, if so applicable, in the public school system if they return to their non-charter school when the leave ends. An employee of a charter school shall not accrue tenure pursuant to N.J.S.18A:17-2, N.J.S.18A:17-3, or N.J.S.18A:28-5, but shall acquire streamline tenure pursuant to guidelines promulgated by the commissioner, and the charter shall specify the security and protection to be afforded to the employee in accordance with the guidelines.

f. Any public school employee who leaves or is dismissed from employment at a charter school within three years shall have the right to return to the employee's former position in the public school district which granted the leave of absence, provided the employee is otherwise eligible for employment in the public school.

L.1995,c.426,s.14.

18A:36A-15. Complaints to board of trustees

Any individual or group may bring a complaint to the board of trustees of a charter school alleging a violation of the provisions of this act. If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

L.1995,c.426,s.15.

18A:36A-16. Annual assessment, review of charter schools, independent study, report, recommendations

a. The commissioner shall annually assess whether each charter school is meeting the goals of its charter, and shall conduct a comprehensive review prior to granting a renewal of the charter. The county superintendent of schools of the county in which the charter school is located shall have on-going access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter and that State board regulations concerning assessment, testing, civil rights, and student health and safety are being met.

b. In order to facilitate the commissioner's review, each charter school shall submit an annual report to the local board of education, the county superintendent of schools, and the commissioner in the form prescribed by the commissioner. The report shall be received annually by the local board, the county superintendent, and the commissioner no later than August 1.

The report shall also be made available to the parent or guardian of a student enrolled in the charter school.

c. By April 1, 2001, the commissioner shall hold public hearings in the north, central, and southern regions of the State to receive input from members of the educational community and the public on the charter school program.

d. The commissioner shall commission an independent study of the charter school program. The study shall be conducted by an individual or entity identified with expertise in the field of education and the selection shall be approved by the Joint Committee on the Public Schools. The individual or entity shall design a comprehensive study of the charter school program.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

e. The commissioner shall submit to the Governor, the Legislature, and the State Board of Education by October 1, 2001 an evaluation of the charter school program based upon the public input required pursuant to subsection c. of this section and the independent study required pursuant to subsection d. of this section. The evaluation shall include, but not be limited to, consideration of the following elements:

- (1) the impact of the charter school program on resident districts' students, staff, parents, educational programs, and finances;
- (2) the impact of the charter school program and the increased number of schools on the economics of educational services on a Statewide basis;
- (3) the fairness and the impact of the reduction of available resources on the ability of resident districts to promote competitive educational offerings;
- (4) the impact of the shift of pupils from nonpublic schools to charter schools;
- (5) the comparative demographics of student enrollments in school districts of residence and the charter schools located within those districts. The comparison shall include, but not be limited to, race, gender, socioeconomic status, enrollment of special education students, enrollment of students of limited English proficiency, and student progress toward meeting the core curriculum content standards as measured by student results on Statewide assessment tests;
- (6) the degree of involvement of private entities in the operation and financial support of charter schools, and their participation as members of charter school boards of trustees;
- (7) verification of the compliance of charter schools with applicable laws and regulations;
- (8) student progress toward meeting the goals of the charter schools;
- (9) parent, community and student satisfaction with charter schools;
- (10) the extent to which waiting lists exist for admission to charter schools and the length of those lists;
- (11) the extent of any attrition among student and faculty members in charter schools; and
- (12) the results of the independent study required pursuant to subsection d. of this section.

The evaluation shall include a recommendation on the advisability of the continuation, modification, expansion, or termination of the program. If the evaluation does not recommend termination, then it shall include recommendations for changes in the structure of the program which the commissioner deems advisable. The commissioner may not implement any recommended expansion, modification, or termination of the program until the Legislature acts on that recommendation.

L.1995,c.426,s.16; amended 2000,c.142,s.3.

18A:36A-17. Granting, renewal of charter

A charter granted by the commissioner pursuant to the provisions of this act shall be granted for a four-year period and may be renewed for a five-year period. The commissioner may revoke a school's charter if the school has not fulfilled any condition imposed by the commissioner in connection with the granting of the charter or if the school has violated any provision of its charter. The commissioner may place the charter school on probationary status to allow the implementation of a remedial plan after which, if the plan is unsuccessful, the charter may be summarily revoked. The commissioner shall develop procedures and guidelines for the revocation and renewal of a school's charter.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

18A:36A-17.1. Commissioner's actions relative to possible loss, not granting of charter

If at any time the commissioner determines that a board of trustees is in jeopardy of losing its charter or an applicant is in jeopardy of not being granted a charter, the commissioner shall so notify the board of trustees or the applicant. The board of trustees or the applicant shall, within 48 hours of receipt of such notification, provide to the commissioner, in writing, a complete list of the names and addresses of all students and staff currently enrolled and working in the school, or in the case of an applicant, a complete list of the names and addresses of all students and staff intending to enroll or work at the school, so the commissioner may send the appropriate notice to the parents or guardians and staff.

L.2000,c.142,s.4.

18A:36A-18. Rules, regulations

The State Board of Education shall adopt rules and regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), necessary to effectuate the provisions of this act.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

NEW JERSEY ADMINISTRATIVE CODE, CHARTER SCHOOLS
N.J.A.C. 6A:11

SUBCHAPTER 1. GENERAL PROVISIONS

6A:11-1.1 Purpose

(a) The purpose of this chapter is to provide the rules to govern the implementation of the Charter School Program Act, N.J.S.A. 18A:36A-1 et seq. The rules define the processes for establishing and operating charter schools; complying with the School Ethics Act (N.J.S.A. 18A:12-21 et seq.); implementing programs; certifying classroom teachers, principals and professional support staff; applying streamline tenure for teaching staff members, janitors and secretaries; and conducting the financial operations of the charter schools.

(b) The rules set out the requirements for applying for a charter and operating a school when a charter is awarded by the Commissioner of Education. In addition, these rules affect students who attend the charter schools, the parents and legal guardians of these students, the district boards of education where these students reside, the district boards of education in which the charter schools are physically located and the people who will serve on the boards of trustees and on the staffs of the charter schools.

6A:11-1.2 Definitions

The following words and terms, as used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise.

“Administrator” means an employee of a charter school who:

1. Holds a position which requires a certificate that authorizes the holder to serve as school administrator, principal or school business administrator;
2. Holds a position which requires a certificate that authorizes the holder to serve as supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services of a charter school; or
3. Holds a position which does not require that the person hold any type of certificate but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school.

“Annual review” means the yearly assessment by the Commissioner as to whether the charter school is meeting the goals of its charter.

“Application” means the *New Jersey Charter School Application* which includes, but is not limited to, a description of the areas listed in N.J.S.A. 18A:36A-5 and N.J.A.C. 6A:11-2.1(b).

“Approval of a charter” means an endorsement by the Commissioner following the review of an eligible application by the Department of Education and contingent upon the receipt of necessary documentation in accordance with N.J.A.C. 6A:11-2.1(h).

“Average daily enrollment” for the purpose of determining the adjusted State, local and Federal aid means the sum of the days present and absent of all students enrolled in the register or registers of the program for which the aid is being determined divided by the number of days school was actually in session.

“Board of trustees” means the public agents authorized by the State Board of Education to supervise and control a charter school.

APPENDIX B

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

“Categorical aid attributable to the student” means special education aid, bilingual aid, early childhood program aid, demonstrably effective program aid, instructional supplement aid and distance learning network aid.

“Certification” means the endorsement of a person who is employed by a district board of education or a charter school to perform duties that are regulated by N.J.A.C. 6:11 and N.J.S.A. 18A:26-2.

“Charter school” means a public school that is operated under a charter granted by the Commissioner, that is independent of the district board of education and that is managed by a board of trustees.

“Charter school rate” means an amount equal to 90 percent of the budget per pupil for the specific grade level or the maximum T & E amount.

“District of residence” means the district board of education in which a charter school facility is physically located; if a charter school is approved with a region of residence of contiguous district boards of education, that region shall be the charter school’s district of residence.

“Eligible applicant” means teaching staff members, parents of children attending the schools of the district board(s) of education, a combination of teaching staff members and parents, or an institution of higher education or a private entity located within the State in conjunction with teaching staff members and parents of children attending the schools of the district board(s) of education.

“Final granting of a charter” means the written notification in which the Commissioner makes the charter effective as a result of all required documentation being submitted by the charter school and approved by the Department of Education in accordance with N.J.A.C. 6A:11-2.1(h), (i) and (j).

“GAAP” means the generally accepted accounting principles established by the Governmental Accounting Standards Board as prescribed by the State Board of Education pursuant to N.J.S.A. 18A:4-14 and N.J.A.C. 6:20-2A.

“In-depth interview” means the performance assessment of the founders of a charter school during the application and approval process for a charter.

“Initial recruitment period” means the period during which there are the first outreach efforts by a charter school to a cross section of the community for the application, random selection process (if applicable) and enrollment of students for the next school year.

“Lead person” means the person who performs the organizational tasks necessary for the operation of a charter school. Where a group of individuals shares these organizational tasks, the person designated as responsible for completion of the tasks required by these rules is the lead person

“Monitoring” means an on-site review at a charter school to corroborate and augment the annual reports and to verify compliance with statutes, regulations and the terms of the charter.

“Non-resident district” means a district board of education outside the district of residence of the charter school.

“Non-resident student” means a student attending a charter school from a district board of education outside the district of residence of the charter school.

“Panel of six permanent arbitrators” means the group which shall hear all streamline tenure cases. Three arbitrators shall be chosen by the New Jersey Education Association (NJEA) and three by the New Jersey School Boards Association (NJSBA). All arbitrators shall be from either the permanent panel of arbitrators of the American Arbitrators Association or the permanent panel of arbitrators of the Public Employees Relation Commission (PERC).

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

“Per pupil amount for the specific grade level” means the lower of either 90 percent of the program budget per pupil for the specific grade level in the district or 90 percent of the maximum T & E amount weighted for kindergarten, elementary (grades one through five), middle school (grades six through eight) and high school (grades nine through 12) respectively as set forth in N.J.S.A. 18A:7F-12 for the applicable budget year. Local levy budget per pupil for the specific grade level is based on the prebudget year of the district of residence and non-resident district(s). The State shall pay the local levy budget per pupil for the specific grade level directly to the charter school for any student enrolled in the charter school at the rate of:

1. The difference between 90 percent of the program budget per pupil if greater than 90 percent of the maximum T & E amount; and
2. One hundred percent of the local levy budget per pupil for the specific grade level for the first year of the student’s enrollment in the charter school if the student was not included in the district’s projected resident enrollment for the school year.

“Prebudget year” means the school fiscal year preceding the year in which the school budget is implemented.

“Program budget” based on the prebudget year means the sum inflated by the CPI rate published most recent to the budget calculation of:

1. Core curriculum standards aid;
2. Supplemental core curriculum standards aid;
3. Stabilization aid including supplemental stabilization aid and supplemental school tax reduction aid;
4. Designated general fund balance;
5. Miscellaneous local general fund revenue; and
6. The district's general fund tax levy.

“Program budget per pupil” means the apportionment among the district of residence and non-resident district’s October 15 weighted resident enrollment consistent with N.J.S.A. 18A:7F-12 by grade category and then divided by the same districts’ resident enrollment by grade as of October 15.

“Projected enrollments” means the estimated total enrollments of both the district of residence and non-resident district(s) as delineated by the eligible applicant in the *New Jersey Charter School Application*.

“Region of residence” means contiguous district boards of education in which a charter school operates and shall be the charter school’s district of residence.

“Renewal” means the granting of the continuation of a charter for a five-year period by the Commissioner following a comprehensive review conducted by the Commissioner.

“Resident student” means a student who resides in the area served by the district board of education that is the same as the district of residence of the charter school.

“Revocation” means the withdrawal of a charter of a school from the board of trustees by the Commissioner.

“School Ethics Act” means the statute N.J.S.A. 18A:12-21 et seq. designed to set standards to guide the conduct of school officials and ensure maintenance of those standards in order to ensure and preserve public confidence in the integrity of elected and appointed school board members and school administrators.

“School official” means a member of the board of trustees or an administrator of a charter school.

“School year” means July 1 to June 30 of any given academic year. If operating with an extended school year, this term means and alternate fiscal year beginning no later than September 1 and ending no later than August 31 of any given academic year.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

“Streamline tenure” means the tenure process for all charter school teaching staff members, janitors and secretaries who are either newly employed in a charter school or who are employed in a charter school while on leave from district boards of education.

“Streamline tenure removal” means the process by which an employee who has obtained streamline tenure can be dismissed or reduced in compensation.

“Structured interview” means the performance assessment of the accomplishments of a charter school during the first three years of its charter for renewal of the charter.

“T & E amount” means the established cost per elementary student for a thorough and efficient (T & E) education as defined by N.J.S.A. 18A:7F-3.

“T & E range” means the range of regular education spending which shall be considered thorough and efficient (T & E) as defined by N.J.S.A. 18A:7F-3. The range is in terms of T & E budget spending per elementary student and is delineated by alternatively adding to and subtracting from the T & E amount the T & E flexible amount to establish the minimum T & E budget and maximum T & E budget when applied to each district's weighted resident enrollment.

“Waiting list” means the document identifying the names of grade-eligible students with applications to a charter school pending acceptance for the subsequent school year, based upon the order of random selection from a lottery following a recruitment period.

“Weighted resident enrollment” means the differentials in costs based on the efficiency standards established pursuant to N.J.S.A. 18A:7F-4(b) of providing education at the kindergarten, elementary (grades 1 through 5), middle school (grades 6 through 8) and high school levels (grades 9 through 12) which are determined by dividing the elementary cost per student into each category and applying the weights to resident enrollment in each category pursuant to N.J.S.A. 18A:7F-13.

SUBCHAPTER 2. APPLICATION AND APPROVAL, REPORTING, RENEWAL, PROBATION AND REVOCATION, APPEAL AND AMENDMENT PROCESSES

6A:11-2.1 Application and approval process

(a) The Commissioner with the authority of N.J.S.A. 18A:36-1 et seq. may approve or deny an application for a charter after review of the application submitted by an eligible applicant and the recommendation(s) from the district board(s) of education or State district superintendent(s) of the district of residence of the proposed charter school.

(b) An eligible applicant for a charter school shall:

1. Complete the *New Jersey Charter School Application* which shall be annually disseminated by the Department of Education and which includes a description of the areas listed in N.J.S.A. 18A:36A-5 and a description of the following as each relates to the charter school:

- i. Mission;
- ii. Goals and objectives;
- iii. Founders;
- iv. Student discipline policy and expulsion criteria;
- v. Special populations;
- vi. Transportation;
- vii. Self-evaluation process;
- viii. Insurance;
- ix. Timetable; and
- x. Educational equity and access.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

2. If seeking to operate a charter school with a region of residence, the charter school shall:

i. Include as founders a teaching staff member or a parent with a child attending a school of the district board of education in accordance with N.J.S.A. 18A:36A-4(a) from each of the contiguous district boards of education that comprise the region; and

ii. Describe its plan to ensure the enrollment of a cross section of the school-age population of the region of residence including racial and academic factors. This plan shall include apportionment of available space from each of the district boards of education that comprise the region of residence.

3. Submit the completed application to the Commissioner, the respective county superintendent of schools and the district board(s) of education or State district superintendent(s) of the district of residence of the proposed charter school no later than 4:00 P.M. on July 15. If July 15 falls on a weekend, the application is due on the first subsequent work day.

(c) Following the review of the applications, the Department of Education may request subsequent information as addenda to the applications.

(d) The Department of Education shall evaluate the addenda.

(e) The district boards of education or State district superintendents of the districts of residence of the proposed charter schools shall review the applications and addenda.

1. The recommendations of these district boards of education or State district superintendents shall be forwarded to the Commissioner within 60 days of receipt of the applications.

2. The recommendations of these district boards of education or State district superintendents shall be forwarded to the Commissioner within 30 days of receipt of the addenda.

(f) The Commissioner or designee(s) shall conduct an in-depth interview with each eligible applicant for a charter school.

(g) The Commissioner shall notify eligible applicants regarding approval or denial of applications by January 15. The notification to eligible applicants who are not approved as charter schools shall include reasons for the denials.

(h) The Commissioner may approve an application for a charter which shall be effective when all necessary documents and information are received by the Commissioner. The charter school shall submit on or before the dates specified in the letter of approval the documentation not available at the time of the application submission including, but not limited to, copies of:

1. A directory of the current members of the board of trustees;
2. The bylaws of the board of trustees;
3. The Certificate of Incorporation;
4. The Federal Employer Identification Number;
5. The Credit Authorization Agreement for Automatic Deposits;
6. The lease, mortgage or title to its facility;
7. The certificate of occupancy for "E" (education) use issued by the local municipal enforcing official at N.J.A.C. 5:23-2;
8. The sanitary inspection report with satisfactory rating;
9. The fire inspection certificate with "Ae" (education) code life hazard use at N.J.A.C. 5:70-4;
10. A list of the lead person, teachers and professional support staff;
11. The Authorization for Emergent Hiring Pending Completion of Criminal History Check form or Criminal History Approval letter for each employee of the charter school;
12. Evidence of a uniform system of double-entry bookkeeping that is consistent with generally accepted accounting principles (GAAP); and
13. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Officer and the Title IX Coordinator.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

(i) Prior to the granting of the charter, the Commissioner shall assess the student composition of a charter school and the segregative effect that the loss of the students may have on its district of residence. The assessment shall be based on the enrollment from the initial recruitment period pursuant to N.J.A.C. 6A:11-4.4(a) and (b). The charter school shall submit data for the assessment:

1. In a format prescribed by the Commissioner; and
2. No later than 4:00 P.M. on April 15 of the school year in which a charter school is approved or no later than 4:00 P.M. on January 15 of the school year following the school year in which a charter school that elects to take a planning year was approved.

(j) All statutorily required documentation shall be submitted to the Department of Education by May 15. The final granting of the charter by the Commissioner shall be effective when all required documentation as listed in (h) above is submitted and approved by the Department of Education.

(k) A charter school shall locate its facility in its district of residence or in one of the districts of its region of residence.

6A:11-2.2 Reporting

(a) The board of trustees of a charter school shall submit an annual report no later than 4:00 P.M. on August 1 following each full school year in which the charter school is in operation to the Commissioner, the respective county superintendent of schools and the district board(s) of education or State district superintendent(s) of the district of residence of a charter school. If August 1 falls on a weekend, the annual report is due on the first subsequent work day.

1. The report in a format prescribed by the Commissioner must include, but is not limited to, a description of the following:

- i. The achievement of the school's mission, goals and objectives of its charter;
- ii. The efficiency in the governance and management of the school;
- iii. The attainment of the *New Jersey Core Curriculum Content Standards* and the delivery of an educational program leading to high student academic achievement;
- iv. Statewide Assessment Program results and local assessment results of students;
- v. The degree of parental and community involvement in the school;
- vi. The school's public relations and outreach efforts; and
- vii. The student admissions policies and staff recruitment plan.

2. The report must include a copy of the following:

- i. A comprehensive annual financial report including a balance sheet and an operational statement of revenues and expenditures;

- ii. The resolution of the board of trustees naming the lead person of the charter school;
- iii. A directory of the current members of the board of trustees;
- iv. Amendments to the bylaws of the board of trustees adopted during the previous year;
- v. A calendar for the upcoming school year; and
- vi. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Officer and the Title IX Coordinator.

3. The board of trustees of a charter school shall make the annual report available to the parents or guardians of the students enrolled in the charter school.

4. The district board(s) of education or State district superintendent(s) of the district of residence of a charter school may submit comments regarding the annual report of the charter school to the Commissioner by October 1.

(b) The board of trustees of a charter school shall submit documentation annually to the Commissioner for approval prior to the opening of school on dates specified by and in a format prescribed by the Commissioner. The documentation shall include, but is not limited to, copies of:

1. A new lease, mortgage or title to its facility;
2. A valid certificate of occupancy for "E" (education) use issued by the local municipal enforcing official at N.J.A.C. 5:32-2;
3. An annual sanitary inspection report with satisfactory rating;

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

4. An annual fire inspection certificate with "Ae" (education) code life hazard use at N.J.A.C. 5:70-4;
5. A list of the lead person, teachers and professional support staff;
6. The Authorization for Emergent Hiring Pending Completion of Criminal History Check form or Criminal History Approval letter for each employee of the charter school; and
7. Evidence of a uniform system of double-entry bookkeeping that is consistent with generally accepted accounting principles (GAAP).

(c) On an annual basis, the Commissioner shall assess the student composition of a charter school and the segregative effect that the loss of the students may have on its district of residence. The assessment shall be based on the enrollment from the initial recruitment period pursuant to N.J.A.C. 6A:11-4.4(b). The charter school shall submit data for the assessment:

1. In a format prescribed by the Commissioner; and
2. No later than 4:00 P.M. on January 15.

6A:11-2.3 Renewal of charter

(a) The Commissioner may grant a five-year renewal of a charter following the initial four-year charter.

(b) The Commissioner shall grant or deny the renewal of a charter upon the comprehensive review of the school including, but not limited to:

1. A renewal application submitted by a charter school to the Commissioner, the respective county superintendent of schools and the district board(s) of education or State district superintendent(s) of the district of residence of the charter school no later than 4:00 P.M. on September 15 of the last school year of the current charter;
2. The review of a charter school's annual reports pursuant to N.J.A.C. 6A:11-2.2(a);
3. Comments of the annual reports from the district board(s) of education or State district superintendent(s) of the district of residence of the charter school;
4. Student performance on the Statewide Assessment Program pursuant to N.J.A.C. 6:39-1;
5. Monitoring of the charter school by the county superintendent;
6. Monitoring of the charter school by the Commissioner or designee(s);
7. The annual assessments of student composition of the charter school;
8. The recommendation of the district board(s) of education or State district superintendent(s) of the district of residence forwarded to the Commissioner within 30 days of receipt of the renewal application; and
9. A structured interview with the Commissioner or designee(s) with:
 - i. A member of the charter school board of trustees;
 - ii. The lead person of the charter school;
 - iii. A teacher at the charter school; and
 - iv. A parent or other representative of the charter school.

(c) The Commissioner shall notify a charter school regarding the granting or denial of the renewal during December of the last school year of the current charter. The notification to a charter school that is not granted a renewal shall include reasons for the denial.

6A:11-2.4 Probation and revocation of charter

(a) The Commissioner may place a charter school on probationary status for a period of 90 days to allow the implementation of a remedial plan upon a finding that the charter school is not operating in compliance with its charter, statutes or regulations.

1. The Commissioner shall determine the date on which the probationary status will begin and notify the charter school of such date.
2. The charter school must submit a remedial plan to the Commissioner within 15 days from the receipt of the notice of probationary status.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

3. The charter school must provide the specific steps that it shall undertake to resolve the condition(s) not fulfilled and/or the violation(s) of its charter.

4. The Commissioner may remove the probationary status of a charter school if the remedial plan is implemented and the causes for the probationary status are corrected.

5. The Commissioner may grant an extension to the probationary status where warranted and extend the probationary period for an additional 90 days if the charter school has implemented its remedial plan but needs additional time to complete the implementation of its corrections.

(b) The Commissioner may revoke a school's charter following review by the Department of Education for one or more of the following reasons:

1. Any condition imposed by the Commissioner in connection with the granting of the charter which has not been fulfilled by the school; or

2. Violation of any provision of its charter by the school.

3. Failure of the remedial plan to correct the conditions which caused the probationary status.

(c) The Commissioner shall notify a charter school in writing of the revocation and may allow a charter school up to a maximum of 60 days from the receipt of the revocation notice from the Commissioner to cease its operations.

6A:11-2.5 Charter appeal process

An eligible applicant for a charter school, a charter school or a district board of education or State district superintendent of the district of residence of a charter school may file an appeal according to N.J.A.C. 6A:4-2.5.

6A:11-2.6 Amendment to charter

(a) A charter school may apply to the Commissioner for an amendment to the charter following the final granting of the charter.

1. The board of trustees of a charter school shall submit in the form of a board resolution the amendment request to the Commissioner and the district board(s) of education or State district superintendent(s) of the district of residence of a charter school. The amendment request shall:

i. Include the applicable revised pages to the approved *New Jersey Charter School Application*;
and

ii. Be made by October 15 of the previous school year to increase enrollment in the subsequent school year.

2. The amendment shall not change the mission, goals and objectives of a charter school.

(b) The Department of Education shall determine whether the amendments are eligible for approval and shall evaluate the amendments based on N.J.S.A. 18A:36A-1 et seq. and this chapter.

(c) The district board(s) of education or State district superintendent(s) of the district of residence of a charter school may submit comments regarding the amendment request to the Commissioner within 21 days of receipt of the resolution of the board of trustees.

(d) The Commissioner may approve or deny amendment requests of charter schools and shall notify charter schools of decisions. If approved, the amendment becomes effective immediately unless a different effective date is established by the Commissioner.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

SUBCHAPTER 3. SCHOOL ETHICS ACT

6A:11-3.1 Board of trustees and administrators

(a) For the purposes of implementation of the Charter School Program Act, the members of the board of trustees of a charter school shall be school officials as defined in the School Ethics Act (N.J.S.A. 18A:12- 23). The trustees shall comply with the provisions of the School Ethics Act and the rules promulgated pursuant thereto at N.J.A.C. 6A:28.

(b) Each administrator shall hold the certificate or perform the tasks as defined in N.J.A.C. 6A:11-1.2 and in the School Ethics Act (N.J.S.A. 18A:12-23) and the rules promulgated thereto at N.J.A.C. 6A:28.

(c) Each school official shall file the Financial and Personal/Relative Disclosure Statements annually on or before April 30 or within 30 days of his or her election or appointment in accordance with N.J.A.C. 6A:28-1.5.

(d) Each member of the board of trustees of a charter school shall, during the first year of his or her first term on the board, complete a training program prepared and offered by the New Jersey School Boards Association which shall include in its content instruction relative to the board member's responsibilities under the School Ethics Act in accordance with N.J.A.C. 6A:28-1.6.

SUBCHAPTER 4. PROGRAM IMPLEMENTATION

6A:11-4.1 Local education agency

A charter school shall be a local education agency only for the purpose of applying for Federal entitlement and discretionary funds.

6A:11-4.2 Student records

(a) A district board of education or a State district superintendent shall forward to the lead person of a charter school records of a student transferring to the charter school in accordance with N.J.A.C. 6:3-6.5(c)10.

(b) The lead person of a charter school shall forward to the district board of education or the State district superintendent records of a student transferring from the charter school in accordance with N.J.A.C. 6:3-6.5(c)10.

(c) A charter school shall create, maintain and dispose of student records in accordance with N.J.A.C. 6:3-6, Pupil Records.

6A:11-4.3 Student attendance

A charter school shall record student attendance in the school register during school hours on each day that the school is in session in accordance with N.J.A.C. 6:3-9.

6A:11-4.4 Initial recruitment period

(a) No later than April 15 of the school year in which a charter school is approved, a charter school shall submit to the Commissioner the number of students by grade level, gender and race/ethnicity from each district selected for enrollment from its initial recruitment period for the following school year.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

(b) No later than January 15 of subsequent school years, a charter school shall submit to the Commissioner the number of students by grade level, gender and race/ethnicity from each district selected for enrollment from its initial recruitment period for the following school year.

(c) The Commissioner shall use the number of students by grade level from each district selected for enrollment from the initial recruitment period of a charter school to establish a local levy budget per pupil for the specific grade level at the charter school rate in accordance with N.J.A.C. 6A:11- 7.1.

(d) A charter school may conduct subsequent recruitment and enrollment periods if vacancies remain in its enrollment after the initial recruitment period.

6A:11-4.5 Waiting list

(a) A charter school shall maintain a waiting list for admission of grade-eligible students that:

1. Begins with the close of the annual initial recruitment period and first random selection process and ends with the close of the subsequent school year; and
2. Is divided into two groups: students from the district of residence or region of residence and students from non-resident districts.

(b) During the recruitment periods, a charter school shall notify parents that their children's names remain on the waiting list for enrollment for the subsequent school year only.

6A:11-4.6 Age eligibility for kindergarten

(a) A charter school shall enroll a student selected for admission to kindergarten based on the student reaching the age of five in that school year by:

1. October 1 in accordance with N.J.S.A. 18A:38-5; or
2. A date later than October 1 that is established by the district board of education in which the student resides.

6A:11-4.7 Limited English proficient students

A charter school shall provide an enrolled limited English proficient student with all required courses and support services to meet the *New Jersey Core Curriculum Content Standards* for high school graduation in accordance with N.J.S.A. 18A:7A-4 and 18A:7A-5 and N.J.A.C. 6A:15.

6A:11-4.8 Students with educational disabilities

A charter school shall provide an enrolled student with educational disabilities with a free, appropriate public education in accordance with the Individuals with Disabilities Education Act, Part B (IDEA--B) at 20 U.S.C. §§ 1400 et seq., 34 C.F.R. 300 et seq., N.J.S.A. 18A:36A-11(b) and N.J.A.C. 6A:14.

6A:11-4.9 Home instruction for students

A charter school shall provide home instruction due to temporary illness or injury for an enrolled student in accordance with N.J.A.C. 6A:14-4.8 and 4.9.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

6A:11-4.10 Pupil transportation

In accordance with N.J.S.A. 18A:36A-13 and N.J.A.C. 6:21-20, a district board of education shall provide transportation or aid in lieu of transportation to a student in kindergarten through grade 12 who attends a charter school.

6A:11-4.11 Board of trustees and Open Public Meetings Act

(a) A charter school shall constitute its board of trustees no later than April 15 of the year in which its application is approved.

(b) The board of trustees of a charter school shall operate in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

(c) The board of trustees shall send a copy of all meeting notices and meeting minutes to the respective county superintendent of schools.

6A:11-4.12 Public school contract law

(a) A charter school shall be subject to the provisions of the public school contract law, N.J.S.A. 18A:18A-1 et seq.

(b) Any agency, corporation, person or entity which enters into a contract or agreement on behalf of the charter school to provide administrative, educational or other services shall be subject to the provisions of the public school contract law, N.J.S.A. 18A:18A-1 et seq.

6A:11-4.13 Equity in education

A charter school shall comply with all applicable laws and regulations governing equity in education including, but not limited to: N.J.S.A. 18A:36-20, N.J.S.A. 10:5-1 et seq., N.J.A.C. 6:4, Titles VI and VII of the Civil Rights Act of 1964 at 42 U.S.C. §§ 2000d et seq. and 2000e et seq., respectively, Title IX of the Education Amendments of 1972 at 20 U.S.C. §§ 1681 et seq., Section 504 of the Rehabilitation Act of 1973 at 29 U.S.C. § 792, the Americans with Disabilities Act of 1990 at 42 U.S.C. §§ 12101 et seq. and the Individuals with Disabilities Education Act (IDEA--B) of 1997 at 20 U.S.C. §§ 1400 et seq., and 34 C.F.R. 300 et seq.

6A:11-4.14 Finance and business services rules

A charter school shall be subject to the provisions of the finance and business services rules, N.J.A.C. 6A:23.

SUBCHAPTER 5. CERTIFICATION REQUIREMENTS FOR STAFF

6A:11-5.1 Certification

(a) All classroom teachers, principals and professional support staff employed by the board of trustees of a charter school shall hold appropriate New Jersey certification in accordance with N.J.A.C. 6:11-3.1.

(b) The board of trustees of a charter school shall employ or contract with:

1. A lead person or another person who holds a New Jersey standard school administrator or supervisor

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

certificate or a New Jersey standard or provisional principal certificate in accordance with N.J.A.C. 6:11-9.1 through 9.6 to direct and guide the work of instructional personnel including, but not limited to, the supervision and evaluation of staff and the development and implementation of curriculum; and

2. A person who holds a New Jersey standard or provisional school business administrator certificate in accordance with N.J.A.C. 6:11-9.7 to oversee fiscal operations of the charter school.

SUBCHAPTER 6. STREAMLINE TENURE

6A:11-6.1 Tenure acquisition

All teaching staff members, janitors and secretaries shall acquire streamline tenure in a charter school after 3 consecutive academic years, together with employment at the beginning of the next succeeding academic year in accordance with the tenure acquisition criteria as set forth in N.J.S.A. 18A:28-5(b), N.J.S.A. 18A:28-6 and N.J.S.A. 18A:17-2(b)2.

6A:11-6.2 Filing of and response to tenure charges

(a) Once streamline tenure is acquired, an employee of a charter school shall not be dismissed or receive reduced compensation except for inefficiency, incapacity, conduct unbecoming or other just cause.

(b) In all instances of the filing and certification of streamline-tenure charges, except inefficiency, the following procedures and timelines shall be observed:

1. The lead person of the charter school shall file written charge(s), executed under oath, accompanied by a supporting statement of evidence with the board of trustees.

2. The board of trustees shall transmit the charge(s) to the affected streamline-tenured employee within three work days of the date that they were filed with the board of trustees. Proof of mailing or hand delivery shall constitute proof of transmittal.

3. The affected tenured employee shall have the opportunity to respond to the charge(s) in a written statement of position and a written statement of evidence, both of which shall be executed under oath and submitted to the board of trustees within 15 days of receipt of the streamline-tenure charge(s).

4. Upon receipt of the affected employee's response, the board of trustees shall determine within 30 days whether there is probable cause to credit the evidence in support of the charge(s) and whether such charge(s), if credited, are sufficient to warrant a dismissal or reduction of compensation.

5. The board of trustees must notify, in writing, the affected employee of its determination within 15 days. Proof of mailing or hand delivery shall constitute proof of notice.

6. If the board of trustees determines that there is probable cause to credit the charge(s), the board of trustees shall certify the charge(s) to the Commissioner.

7. If the affected employee wishes to contest the certified charge(s) filed against him or her, he or she shall do so in writing to the Commissioner within 15 days of receipt of the board of trustees' determination.

(c) In instances of the filing and certification of streamline-tenure charges for inefficiency, the following procedures and timelines shall be observed:

1. The lead person of the charter school shall file written charge(s), executed under oath, accompanied by a supporting statement of evidence with the board of trustees.

2. The board of trustees shall transmit the charge(s) to the affected streamline-tenured employee within three work days of the date that they were filed with the board of trustees. Proof of mailing or hand delivery shall constitute proof of transmittal.

3. Upon completion of the 90-day corrective action period, the lead person of the charter school shall notify the board of trustees in writing whether the inefficiencies were corrected.

4. The board of trustees shall transmit the notification to the affected streamline-tenured employee within three work days of the date that it was noticed. Proof of mailing or hand delivery shall constitute proof of transmittal.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

5. The affected tenured employee shall have the opportunity to respond to the charge(s) in a written statement of position and a written statement of evidence, both of which shall be executed under oath and submitted to the board of trustees within 15 days of receipt of the inefficiency charge(s).

6. Upon receipt of the affected employee's response, the board of trustees shall determine within 30 days whether there is probable cause to credit the evidence in support of the charge(s) and whether such charge(s), if credited, are sufficient to warrant a dismissal or reduction of compensation.

7. The board of trustees must notify, in writing, the affected employee of its determination within 15 days. Proof of mailing or hand delivery shall constitute proof of notice.

8. If the board of trustees determines that there is probable cause to credit the charge(s), the board of trustees shall certify the charge(s) to the Commissioner.

9. If the affected employee wishes to contest the certified charge(s) filed against him or her, he or she shall do so in writing to the Commissioner within 15 days of receipt of the board of trustees' determination.

6A:11-6.3 Arbitration

(a) If the streamline-tenured employee contests the charge(s), an arbitrator from a panel of six permanent arbitrators shall be assigned by the Commissioner to determine the case. All employees who acquire streamline tenure in a charter school shall be subject to dismissal or a reduction in compensation only upon the determination of an arbitrator.

1. Arbitrators on the panel shall be listed in alphabetical order and assigned to hear streamline tenure cases on a rotating basis in the order that cases are filed with the Commissioner's office.

2. The hearing shall be held before the arbitrator within 30 days of the Commissioner's assignment of the arbitrator to the case.

3. All necessary discovery procedures shall be completed 15 days prior to the hearing. At least 10 days prior to the hearing, information and witness lists shall be exchanged between the parties.

4. The arbitrator shall render a decision within 20 days of the closing of the hearing.

(b) The decision of the arbitrator is final and binding and cannot be appealed to either the Commissioner or the State Board of Education. Said decision shall be subject to judicial review and enforcement as provided pursuant to N.J.S.A. 2A:24-7 through 24-10.

(c) The board of trustees of the charter school shall forward arbitration decisions to the State Board of Examiners.

SUBCHAPTER 7. FINANCIAL OPERATIONS

6A:11-7.1 Per pupil calculations, notification and caps

(a) The Commissioner shall prepare a report no later than February 15 of the prebudget year for the district of residence and non-resident district(s) of a charter school establishing a local levy budget per pupil for the specific grade level at the charter school rate along with the local and State shares, categorical aids per student and any Federal funds attributable to the students based on projected enrollments to be used by the district of residence and non-resident district(s) for budget purposes for the subsequent year. The established local levy budget per pupil for the specific grade level shall not be adjusted. The number of students enrolled in the charter school shall be adjusted based on average daily enrollment for aid purposes throughout the school year in accordance with the prescribed adjustments listed in N.J.A.C. 6A:11-7.2.

(b) The local levy budget per pupil for the specific grade level shall be delineated between local share as defined in (b)1 and 2 below and State share as defined in (b)3 below.

1. The local share per pupil for the specific grade level shall be that part of the local levy budget per pupil for the specific grade level which is supported by the following elements of the district of residence's or non-resident district's budget:

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

- i. Designated general fund balance;
 - ii. Miscellaneous local general fund revenue; and
 - iii. General fund tax levy.
 2. The general fund tax levy shall be determined as follows: If the local levy budget per pupil for the specific grade level is the program budget, then the local share per pupil for the specific grade level at the charter school rate shall be that part of the program budget which is supported by the general fund tax levy. If the local levy budget per pupil for the specific grade level is the maximum T & E amount, then the local share per pupil for the specific grade level at the charter school rate shall be that part of the maximum T & E amount which is the portion of the general fund tax levy which supports the district of residence's or non-resident district's maximum T & E amount.
 3. The State share per pupil for the specific grade level shall be that part of the local levy budget per pupil for the specific grade level which is supported by the following elements of the district of residence's or non-resident district(s)' budget(s):
 - i. Core curriculum standards aid;
 - ii. Supplemental core curriculum standards aid; and
 - iii. Stabilization aid as defined in N.J.S.A. 18A:7F-1 et seq. or the appropriation act for the appropriate year.
- (c) The non-resident district's local levy budget per pupil for the specific grade level paid to a charter school shall be the lower of either the non-resident district's local levy budget per pupil for the specific grade level or the district of residence's local levy budget per pupil for the specific grade level.
- (d) If a charter school has a region of residence as its district of residence as defined in N.J.A.C. 6A:11-1.2, the local levy budget per pupil for the specific grade level shall be the lower of either the district's local levy budget per pupil for the specific grade level or the average which is calculated as follows:
1. For the first school year, the average shall be based on a projected charter school student population as specified by the charter school in its *New Jersey Charter School Application* or, if not specified, that reflects the relative school population of all the district boards of education in the region of residence.
 2. In subsequent years, the average shall be based on the actual charter school student enrollment of the prebudget year from all the district boards of education in the region of residence.
 3. The projected or actual number of students for a district shall be multiplied by the local levy budget per pupil for the specific grade level for the same district. This process shall be calculated for each district. The total amounts by grade level from all districts shall be added and divided by the total number of students by grade level from all districts in the region of residence to determine the average by grade level.
- (e) On or before March 30 of each year, a charter school shall submit to the Commissioner a budget summary, budget narrative and cash flow statement for the following fiscal year. All of the aforementioned documents shall be based on the most recent enrollment projections provided to the charter school by the Commissioner.

6A:11-7.2 Enrollment counts, payment process and aid adjustments

- (a) In order for a student to apply for enrollment in a charter school, the district board of education in which the student resides must process the registration of the student for the subsequent school year upon submission. All registrations shall be processed in a timely manner by the district board of education, including the assessment of residency.
- (b) The charter school shall not exceed its average daily enrollments in the subsequent school year by the projected enrollment count in the *New Jersey Charter School Application* submitted on any given year and approved by the Commissioner.
- (c) A district board of education shall pay to a charter school the following categorical aids in the amount that the district board of education receives in that categorical aid program which is attributable to a resident student enrolled in that charter school if that charter school student is receiving appropriate categorical services:
1. Special education aid;

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

2. Bilingual aid; and
3. Distance learning network aid.

(d) A district board of education that receives instructional supplement aid shall pay to a charter school the amount of that aid attributable to a student residing in the district and attending the charter school when the charter school has a concentration of low-income students that is equal to or greater than five percent and less than 20 percent.

(e) A district board of education that receives early childhood program aid and/or demonstrably effective program aid must pay to a charter school the amount of that aid attributable to a resident student attending that charter school where:

1. The charter school has a concentration of low-income students that is equal to or greater than 20 percent; and
2. The resident student is receiving appropriate services to be funded through that type of aid.

(f) A student attending a charter school shall, for demonstrably effective program aid purposes, be regarded by the district board of education as attending the public school that the student would otherwise be attending if the student were not enrolled in the charter school.

(g) The per-pupil amount of early childhood program aid and demonstrably effective program aid to be paid to a charter school shall be the lesser of the per-pupil amount provided to the district board of education for that aid category or the per-pupil amount that would be provided to a district board of education/school with a concentration of low-income students that equals the concentration of low-income students in the charter school.

(h) All categorical aids paid to a charter school by a district board of education shall be accounted for in the general fund of the charter school.

(i) A charter school may apply directly to the Commissioner for aid for high cost placements for a special education student in accordance with N.J.S.A. 18A:7F-19(b) and (c).

(j) Beginning in the 1998-99 school year, a charter school shall be eligible for rewards under the academic achievement reward program in accordance with N.J.S.A. 18A:7F-29.

(k) The following delineates the payment process and payment adjustments made to a charter school by the district of residence and non-resident district(s) during any given school year.

1. A charter school shall submit a report for the forthcoming school year of enrolled students, based on signed registration forms as of June 1, on a document prepared by the Commissioner for the purposes of determining the actual amount of State, local and Federal aid to which the charter school is entitled starting July 15.

i. This document listing all enrolled students must be forwarded by the charter school to the district of residence and non-resident district(s) by April 30.

ii. The district of residence and non-resident district(s) shall identify the specific categorical aid for which those students qualify and return the information to the charter school by May 15.

iii. The charter school shall transmit to the Commissioner no later than June 15 all enrollment data along with identified categorical aid supplied by the district of residence and non-resident district(s).

iv. The Commissioner shall certify the actual aid(s) due to the charter school as soon as practicable.

2. The district of residence and non-resident district(s) shall pay directly to a charter school the local share per pupil for the specific grade level at the charter school rate as defined in N.J.A.C. 6A:11-1.2 and N.J.A.C. 6A:11-7.1 in 12 equal installments starting July 15 and thereafter on the 15th of each month.

3. The district of residence and non-resident district(s) shall pay directly to the charter school for the following aids in 20 equal installments on the 2nd and 16th of every month starting with September 2 and ending with June 16:

- i. The State share per pupil at the charter school rate as defined in N.J.A.C. 6A:11-1.2.;
- ii. Categorical aid attributable to the student as defined in N.J.A.C. 6A:11-1.2; and
- iii. Any Federal aid attributable to the student.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

4. During the school year, a charter school shall conduct an enrollment count on October 15, February 15 and the last day of the school year. A charter school shall submit each count through a summary school register for the purposes of determining average daily enrollment.

i. The data shall be submitted to the Commissioner three days after the dates of each of the three required enrollment counts and all aid to a charter school shall be adjusted accordingly from estimated enrollments counts to average daily enrollments and then adjusted forward to the next four months.

ii. The Commissioner shall issue a report for those adjustments to both the charter school and the district of residence and non-resident district(s). If there is a reduction in aid, a charter school shall pay the district of residence or non-resident district(s) on the 15th of the subsequent month. If there is an increase in aid, either the district of residence or non-resident district(s) shall pay a charter school on the 15th of the subsequent month.

5. The district of residence and a charter school and/or the non-resident district and a charter school may change the payment provisions as outlined in (k)2, 3 and 4 above, if mutual agreement can be reached on an alternative payment schedule. Changes in the payment provisions shall remain within the school year. Any change in the payment provisions shall have the written approval through board resolutions of both the board of trustees of the charter school and the district board of education. Copies of such board resolutions shall be filed with the Commissioner on or before July 1 of the school year in which the payment schedule is effective.

6. In the event a district of residence or non-resident district is behind 15 days in the payment schedule in (k)2, 3, 4 and 5 above, a charter school may petition the Commissioner to have the amounts owed to the charter school deducted from the district of residence's or non-residents district's State aid and paid directly to the charter school.

7. The payment schedule may be adjusted by the Commissioner depending on the effective date of the final granting of the charter.

6A:11-7.3 Financial requirements

(a) The charter school shall comply with generally accepted accounting principles in accordance with N.J.S.A. 18A:4-14 and N.J.A.C. 6A:23-2.

(b) A charter school may incur temporary debt for a period no greater than 12 months except:

1. During the first year that a charter school is approved when the debt is incurred by the charter school for a period no longer than January 15 of the preceding school year to June 30 of the first school year of the charter; and

2. For all other years that a charter school is approved when the debt incurred by the charter school for a period of 12 months or greater is:

i. Full secured by the value of the real property or other asset, so that the total value of all such debt does not exceed the total appraised value of the property or asset by which the debt is secured; and

ii. Non-recourse to the charter school.

(c) A charter school may acquire real property by a lease or a lease with an option to purchase for use as a school facility providing that:

1. The term of the lease shall not exceed the length of the charter;

2. The lease shall contain a provision terminating the obligation to pay rent upon the denial, revocation, non-renewal or surrender of the charter; and

3. The lease does not contain a provision accelerating the obligation to pay rent in the event of default.

(d) A district board of education shall not have to transmit State and local public funds to a charter school until the final granting of the charter by the Commissioner has occurred. If funds are withheld pending the final granting of the charter, all withheld funds shall be paid to the charter school with the first scheduled payment after the effective date of the charter.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

(e) A charter school shall be monitored by the Commissioner to insure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State. The calculation for this percentage in both the annual budget and the Comprehensive Annual Financial Report shall be based on National Center for Educational Statistics as published

by the U. S. Department of Education. This percentage shall be considered during the comprehensive review of a charter school by the Commissioner.

(f) After completion of the school year, the district of residence or non-resident district(s) of a charter school may petition the Commissioner for a lower rate for the charter school's local levy budget per pupil for the specific grade level if the charter school spends significantly less than budgeted and has accumulated a sizable surplus.

1. In addition, the Commissioner may reduce the rate based on a determination of excessive surplus. The criteria for excess surplus shall be determined by the Commissioner considering N.J.S.A. 18A:7F-7.

2. A charter school may submit comments to the Commissioner regarding the petition for a lower rate for the charter school's local levy budget per pupil for the specific grade level from the district of residence of the charter school or non-resident district(s).

(g) If, at any time, the Commissioner denies, revokes or does not renew a school's charter or a charter school surrenders its charter or becomes insolvent, all assets of the charter school after satisfaction of all outstanding claims by creditors shall be distributed equitably by the Commissioner among the participating district of residence and non-resident district(s). A charter school shall include a provision in its bylaws concerning distribution of assets upon denial, revocation, non-renewal or surrender of its charter or insolvency that is consistent with this rule.

STREAMLINE TENURE GUIDELINES

TENURE ACQUISITION

All teaching staff members, janitors and secretaries shall acquire streamline tenure in a charter school after three consecutive academic years, together with employment at the beginning of the next succeeding academic year in accordance with the tenure acquisition criteria as set forth in N.J.S.A. 18A:28-5(b), N.J.S.A 18A:28-6 and N.J.S.A. 18A:17-2(b)2.

FILING OF AND RESPONSE TO TENURE CHARGES

Once streamline tenure is acquired, an employee of a charter school shall not be dismissed or receive reduced compensation except for inefficiency, incapacity, conduct unbecoming or other just cause. In all instances of the filing and certification of streamline-tenure charges, except inefficiency, the following procedures and timelines shall be observed:

- The lead person of the charter school shall file written charges, executed under oath, accompanied by a supporting statement of evidence with the board of trustees.
- The board of trustees shall transmit the charges to the affected streamline-tenured employee within three work days of the date that they were filed with the board of trustees. Proof of mailing or hand delivery shall constitute proof of transmittal.
- The affected tenured employee shall have the opportunity to respond to the charge(s) in a written statement of position and a written statement of evidence, both of which shall be executed under oath and submitted to the board of trustees within 15 days of receipt of the streamline-tenure charges.
- Upon receipt of the affected employee's response, the board of trustees shall determine within 30 days whether there is probable cause to credit the evidence in support of the charge(s) and whether such charge(s), if credited, are sufficient to warrant a dismissal or reduction of compensation.
- The board of trustees must notify, in writing, the affected employee of its determination within 15 days. Proof of mailing or hand delivery shall constitute proof of notice.
- If the board of trustees determines that there is probable cause to credit the charge(s), the board of trustees shall certify the charge(s) to the Commissioner.
- If the affected employee wishes to contest the certified charges filed against him/her, he/she shall do so in writing to the Commissioner within 15 days of receipt of the board of trustees' determination.

APPENDIX C

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

In instances of the filing and certification of streamline-tenure charges for inefficiency, the following procedures and timelines shall be observed:

- The lead person of the charter school shall file written charges, executed under oath, accompanied by a supporting statement of evidence with the board of trustees.
- The board of trustees shall transmit the charges to the affected streamline-tenured employee within three work days of the date that they were filed with the board of trustees. Proof of mailing or hand delivery shall constitute proof of transmittal.
- Upon completion of the 90-day corrective action period, the lead person of the charter school shall notify the board of trustees in writing whether the inefficiencies were corrected.
- The board of trustees shall transmit the notification to the affected streamline-tenured employee within three work days of the date that it was noticed. Proof of mailing or hand delivery shall constitute proof of transmittal.
- The affected tenured employee shall have the opportunity to respond to the charge(s) in a written statement of position and a written statement of evidence, both of which shall be executed under oath and submitted to the board of trustees within 15 days of receipt of the inefficiency charges.
- Upon receipt of the affected employee's response, the board of trustees shall determine within 30 days whether there is probable cause to credit the evidence in support of the charge(s) and whether such charge(s), if credited, are sufficient to warrant a dismissal or reduction of compensation.
- The board of trustees must notify, in writing, the affected employee of its determination within 15 days. Proof of mailing or hand delivery shall constitute proof of notice.
- If the board of trustees determines that there is probable cause to credit the charge(s), the board of trustees shall certify the charge(s) to the Commissioner.
- If the affected employee wishes to contest the certified charges filed against him/her, he/she shall do so in writing to the Commissioner within 15 days of receipt of the board of trustees' determination.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

ARBITRATION

All employees who acquire streamline tenure in a charter school shall be subject to dismissal or a reduction in compensation only upon the determination of an arbitrator. If the streamline tenured employee contests the charges, an arbitrator from a panel of six permanent arbitrators shall be assigned by the Commissioner to determine the case. N.J.A.C. 6A-11-6.3(a)1 as follows: The panel of six permanent arbitrators shall be established, three of whom shall be chosen by NJEA and three of whom shall be chosen by NJSBA. All arbitrators selected will be from either the permanent panel of arbitrators of the AAA or PERC. The names of the six selected panel members shall be provided to the Commissioner. Arbitrators on the panel shall be listed in alphabetical order and assigned to hear streamline tenure cases on a rotating basis in the order that cases are filed with the Commissioner's office.

The hearing shall be held before the arbitrator within 30 days of the Commissioner's assignment of the arbitrator to the case. All necessary discovery procedures shall be completed 15 days prior to the hearing. At least 10 days prior to the hearing, information and witness lists shall be exchanged between the parties. The arbitrator shall render a decision within 20 days of the closing of the hearing.

The decision of the arbitrator is final and binding and cannot be appealed to either the Commissioner or the State Board of Education. Said decision shall be subject to judicial review and enforcement as provided pursuant to N.J.S.A. 2A:24-7 through 24-10.

The board of trustees of the charter school shall forward arbitration decisions to the State Board of Examiners.

<p>2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

FREQUENTLY ASKED QUESTIONS ABOUT CHARTER SCHOOLS

This document is intended to provide guidance to the applicant. It contains frequently asked questions regarding charter schools. However, there may be additional questions that are not addressed. The department is committed to answering those additional questions in an expeditious manner. Therefore, any questions not addressed in this *2004 New Jersey Charter School Application* should be submitted in writing to the department at the following address:

Office of Innovative Programs and Schools
Charter Schools Unit
New Jersey State Department of Education
100 Riverview Plaza, Route 29
P. O. Box 500
Trenton, NJ 08625-0500

PURPOSE AND ORGANIZATION

What is a charter school?

A charter school is a public school open to all students on a space-available basis that operates independently of the district board of education under a charter granted by the Commissioner. Once the charter is approved by the Commissioner, the school is managed by a board of trustees deemed to be public agents authorized by the State Board of Education to supervise and control the school. A charter school shall be a body corporate and politic with all powers necessary or desirable for carrying out its charter program.

How many charter schools are operational and where are they located?

There are a total of 54 approved charter schools in 14 counties. For the 2003-04 school year, 48 charter schools served approximately 14,000 students. Five charter schools are scheduled to open in September 2004 with one charter school taking a planning year for 2004-05.

What is the relationship between the charter school and the district board of education where it is established?

The charter school operates independently of the district board of education; however, funding for the charter school comes from the state and local taxpayers through the district board of education. The district board of education is also responsible for the transportation of charter school students residing in its district on the same terms and conditions as transportation is provided to students attending other public schools located within the district in which the charter school student resides.

APPENDIX D

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Will charter schools be required to meet all public school regulations?

The Charter School Program Act of 1995 (N.J.S.A. 18A:36A) specifically exempts charter schools from all public school facility regulations except those pertaining to the health or safety of the students. The Act also provides that the board of trustees of the charter school may request from the Commissioner exemptions from other state regulations concerning public schools, except those pertaining to assessment, testing, civil rights, special education and student health and safety.

What is the district of residence as it applies to a charter school?

District of residence is the district board of education in which a charter school facility must be physically located.

May a charter school operate with a region of residence?

Region of residence is defined as the contiguous district boards of education in which a charter school operates. The charter school facility must be physically located in one of the district boards of education. If operating with a region of residence, a charter school must include as founders a teaching staff member or a parent with a child attending a school of the district board of education or a charter school from each of the contiguous district boards of education that comprise the region. If a charter school is approved with a region of residence, that region is the charter school's district of residence as outlined in the *New Jersey Administrative Code, Charter Schools* (Appendix B).

May a charter be amended?

After the final granting of the charter, a charter school may apply for an amendment to the charter by means of a board resolution sent to the Commissioner and respective districts. After reviewing the amendment request, the Commissioner approves or denies the request after 21 days, allowing the respective district to review the amendment and submit comments to the Commissioner. A request for an amendment to increase enrollment must be made by October 15 of the previous school year. The amendment shall not change the mission, goals and objectives of the charter. The amendment is not effective until approved by the Commissioner.

What is the term of the charter?

The Commissioner grants a charter for a four-year initial period that may then be renewed for an additional five-year period.

How is a charter renewed?

A charter school submits a renewal application to the Commissioner during its fourth year of operation. The renewal process involves a comprehensive review of the charter school including, but not limited to: a renewal application, on-site visit, annual reports, student performance on the *Statewide Assessment* and other assessments, monitoring by the county superintendent and the Commissioner's designees, comments from the district of residence or districts in the region of residence, the annual assessments of student composition and a substantive structured interview.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

May an existing private or parochial school become eligible as a charter school?

A private or parochial school is not eligible for charter school status.

May an existing public school become a charter school?

The Charter School Program Act of 1995 specifically provides for the conversion of existing public schools to charter school status. For a public school to apply for charter school status, at least 51 percent of the teaching staff in the school and 51 percent of the parents or guardians of students attending the school must sign petitions in support of the school becoming a charter school.

Will charter school students be permitted to participate in extracurricular activities in the district boards of education in which they reside?

A district board of education may permit charter school students to participate in the home district's extracurricular activities. Regarding interscholastic athletic activities, the governing body for such a determination is the New Jersey State Interscholastic Athletic Association.

May a charter school require parental participation (for example: volunteer hours)?

A charter school cannot require parents or guardians to volunteer hours or to sign contracts to commit time and resources. However, the charter school may strongly encourage parental/guardian involvement in the operation of the school.

Where can information about state statutes and regulations be found?

State statutes can be found in Title 18A, *New Jersey Statutes Annotated* (N.J.S.A.), and State Board of Education regulations can be found in *New Jersey Administrative Code* (N.J.A.C.), Title 6 and Title 6A. These publications can be found at most public libraries and the offices of the county superintendents of schools. These resources may also be purchased. Copies of *The Charter School Program Act of 1995* with November 2000 amendments (N.J.S.A. 18A:36A) and the *New Jersey Administrative Code, Charter Schools* with October 2000 and November 2002 amendments (N.J.A.C. 6A:11) are found in Appendices A and B.

Is a charter school considered a local education agency (LEA) in New Jersey?

A charter school is a local education agency (LEA) only for the purpose of applying for federal entitlement and discretionary funds.

APPLICATION PROCESS

What is the anticipated time frame for submission and approval of the 2004 New Jersey Charter School Application?

The following time frame is established for an applicant seeking approval during the 2005-06 school year:

- The Financial Data Request Form (FDR) must be received by the New Jersey Department of Education no later than May 28, 2004.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

- The application must be received no later than 4 p.m. on **July 15, 2004** in the quantities listed below and by the following:
 - Original and five copies for:
 - New Jersey State Department of Education
 - One copy each for:
 - Respective county superintendent of schools and
 - District board(s) of education and/or State district superintendents of the district of residence or region of residence.
- Each district board(s) of education or State district superintendents of a district must submit its recommendation to the Commissioner no later than September 15, 2004.
- The Commissioner will notify eligible applicants regarding approval or denial of applications by **January 15, 2005**.

What is the charter school application review process?

Applications will be reviewed based on the responses to the statements in the **2004 New Jersey Charter School Application**. Following the review of the applications by an independent panel of readers, the New Jersey State Department of Education may request subsequent information as addenda to the applications and will evaluate the addenda. The results of the reviews will be submitted to the Commissioner. The district boards of education and State district superintendents of the districts of residence or regions of residence of the proposed charter schools will review the applications and addenda, if any. The recommendations of these district boards of education and/or State district superintendents shall be forwarded to the Commissioner within 60 days of receipt of the applications and within 30 days of receipt of any addenda.

The Commissioner, with the authority of *The Charter School Program Act of 1995*, may approve or deny an application for a charter after review of the application submitted by an eligible applicant and the recommendation(s) from the district board(s) of education and/or State district superintendents of the district of residence or region of residence of the proposed charter school and an in-depth structured interview. See pages 15-16 of the **2004 New Jersey Charter School Application** and the *New Jersey Administrative Code, Charter Schools* in Appendix B for additional information.

What is the approval process for a charter school?

There is a two-stage approval process for a charter school. The Commissioner will notify successful, eligible applicants that they are approved for charter in January 2005. The final granting of the charter by the Commissioner is effective when all required documentation pursuant to N.J.A.C. 6A:11-2.1(h – j) is submitted and approved by the Department of Education by the dates specified in the letter or approval.

What assistance will be provided by the New Jersey State Department of Education to prospective charter school applicants?

The State Department of Education will conduct two technical assistance sessions for prospective charter school applicants in May 2004. The purpose of these sessions will be to

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

review *The Charter School Program Act of 1995* and provide an overview of the **2004 New Jersey Charter School Application**. Complete information on the sessions is found on page 14 of the **2004 New Jersey Charter School Application**.

FOUNDERS

Who may establish a charter school?

A charter school may be established by teaching staff members, parents with children attending the schools of the district board(s) of education or a charter school or a combination of teaching staff members and parents. An institution of higher education or a private entity located within the state, in conjunction with teaching staff members and parents with children attending the schools of the district board(s) of education or a charter school, may establish a charter school. However, a private entity cannot constitute a majority of the board of trustees of a charter school, cannot realize a net profit from operating a charter school and cannot use its name in the name of a charter school.

Do teaching staff members who are founders of a charter school have to be from the district where the charter school is to be located and do they have to be currently employed?

To be a founder, a teaching staff member does not have to be employed by the district of residence or a district of the region of residence of the charter school. However, for a teaching staff member to be considered as a founder, he/she must be currently employed in the profession.

If seeking to operate a charter school with a region of residence, must the charter school have a teaching staff member or parent from each of the district boards of education in its region of residence as founders?

If seeking to operate a charter school with a region of residence, the charter school must include as founders a teaching staff member or parent with a child/children attending school(s) of the district board of education or a charter school from each of the contiguous district boards of education that comprise its region of residence.

May a founder serve on the board of trustees?

A founder may serve on the board of trustees of the charter school.

GOVERNANCE STRUCTURE

May the lead person of the charter school serve on the board of trustees?

The lead person may serve on the board of trustees only as an ex officio (non-voting) member.

Is there any limitation regarding members of the board of trustees?

Any paid employee or any paid consultant of the charter school as well as anyone doing business with the charter school and receiving payment may not serve on the board of trustees as a voting member.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

May members of the board of trustees reside outside of the district of residence or region of residence?

The qualifications for board of trustee members must be outlined in the *2004 New Jersey Charter School Application* and approved by the Commissioner.

May the treasurer be a member of the board of trustees?

If the treasurer is a member of the board of trustees, he/she must be a non-voting member.

When must a charter school constitute its board of trustees?

A charter school should constitute its board of trustees once it is approved for charter but no later than April 15 of the year in which its application is approved. It is strongly recommended that the board of trustees consists of at least five voting members to ensure that all stakeholders are adequately represented.

Must the board of trustees of a charter school operate in accordance with the Open Public Meetings Act?

Once constituted, the board of trustees of a charter school must operate in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).

Must members of the board of trustees complete an approved training program?

Each member of the board of trustees must complete a training program prepared and offered by the New Jersey School Boards Association. This training must be completed during the members first year of the first term on the board.

What is the role of the advisory grievance committee of a charter school?

In accordance with *The Charter School Program Act of 1995*, the board of trustees must establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the charter school. The committee addresses complaints alleging violations of the Act and makes non-binding recommendations to the board of trustees concerning the disposition of complaints.

How will parents and community groups be involved in the planning and operation of a charter school?

The Charter School Program Act of 1995 requires charter schools to provide a description of the procedures to be implemented to ensure significant parental involvement in the operation of the school as part of the *2004 New Jersey Charter School Application*. The Act also requires that the applicant provide information on the manner in which community groups will be involved in the charter school planning process. Parents and representatives of community organizations could be involved as founders and members of the board of trustees of a charter school.

Are charter schools subject to the finance and business service code, N.J.A.C. 6A:23?

Charter schools are subject to N.J.A.C. 6A:23.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

ADMISSION POLICY

Who may attend a charter school?

A charter school must be open to all students on a space-available basis. If there is a greater number of qualified applicants who seek enrollment than there are spaces available, the charter school is required to use a random selection process. Preference is given to students from the district of residence or region of residence before non-resident students would be admitted.

Must a student be registered in the school district to be considered for admission to a charter school?

A student must first be registered in the school district in order to be considered for admission to a charter school.

Must preference for admissions be given to the students in the district of residence or region of residence?

Preference for enrollment in a charter school must be given to students who reside in the district of residence. If a region of residence is defined in the application, students from all the contiguous districts identified must be given preference for enrollment into the school.

How will students be admitted to the charter school?

The charter school cannot discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, proficiency in the English language or any other basis that would be illegal if used by a district board of education. However, a charter school is allowed to target admission to a particular grade level or to areas of concentration of the school such as mathematics, science or the arts. The charter school admissions policy must, to the maximum extent practicable, seek the enrollment of a cross section of the community's school-age population including racial and academic factors.

How is "reasonable criteria" to evaluate prospective students defined?

A charter school may establish reasonable criteria to evaluate prospective students; the criteria must be outlined in the **2004 New Jersey Charter School Application** and approved by the Commissioner. However, information gained through any of these processes cannot be used to admit or screen out prospective students.

May the children of founders be given preference for admissions?

Children of founders cannot be given preference for admissions.

Will any students be given preference in admissions?

The Charter School Program Act of 1995 requires a charter school to give enrollment preference to students who reside in the district of residence or region of residence of the charter school. The Act also requires a charter school to allow students who are already enrolled to enroll in the next school year in the appropriate grade level, unless the appropriate grade is not offered at the charter school. A charter school is also given the authority to give enrollment priority to siblings

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

of enrolled students. Finally, a charter school may enroll non-resident students. If a charter school is to give preference to these groups of students, the terms and conditions of the enrollment priorities must be outlined in the *2004 New Jersey Charter School Application* and approved by the Commissioner.

May a charter school recruit students from its district of residence or region of residence concurrently with students from non-resident district boards of education?

A charter school may recruit students from its district of residence or region of residence concurrently with students from non-resident district boards of education. Should there be more applications than spaces available and a random selection process is needed at the conclusion of the recruitment period, the applications for students from the district of residence or region of residence would be separated from applications for students from non-resident district boards of education. Preference for admission must be given to the students from the district of residence or region of residence.

When would a charter school use a random selection process?

A random selection process is one that places all eligible applicants per grade level into one pool and then selects applicants in a non-discriminatory manner. This process must be activated during each enrollment period when the number of eligible applicants exceeds the number of enrollment slots available for a grade level.

When must a charter school conduct its initial recruitment period?

If a charter application is approved in January 2005 and the school plans to open in September 2005 the initial recruitment numbers must be submitted to the Commissioner no later than April 15, 2005. A charter school must submit to the Commissioner, in the prescribed format, the number of students by grade level from each district selected for enrollment from its initial recruitment period for the following school year. If a school elects to take a planning year, enrollment information must be submitted to the Commissioner in the prescribed format no later than January 15, 2006. In subsequent school years enrollment information will be submitted on January 15. Therefore, the initial recruitment period with opening and closing dates and random selection process (if applicable) must be completed prior to the above due dates.

When and for how long does a charter school maintain a waiting list?

A charter school develops a waiting list to identify the names of grade-eligible students with applications to a charter school pending acceptance for the subsequent school year based upon the order of random selection from a lottery following a recruitment period. The waiting list begins with the close of the annual initial recruitment period and first random selection process and ends with the close of the subsequent school year. The waiting list is divided by: (1) students from the district of residence or region of residence and (2) students from non-resident district boards of education. During recruitment periods, a charter school must notify parents that their children's names remain on the waiting list for enrollment for the subsequent school year only.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

If a charter school does not fill all spaces available as a result of the initial recruitment period, may a charter school conduct additional recruitment periods?

A charter school may conduct additional recruitment periods until all spaces available are filled with students. However, each recruitment period must have opening and closing dates and a random selection process (if applicable).

Is there a deadline for age eligibility for a student to enter kindergarten in a charter school?

A charter school must enroll a student selected for admission to kindergarten based on the student reaching the age of five in that school year by:

- October 1 in accordance with N.J.S.A. 18A:38-5; or
- A date earlier than October 1 that is established by the district board of education in which the student resides.

Are students with educational disabilities, limited English proficiency (LEP) and at-risk students eligible to attend a charter school?

A charter school is a public school open to all students. Students with educational disabilities, limited English proficiency (LEP) and at-risk students are eligible to attend a charter school on the same basis as all other students. *The Charter School Program Act of 1995* provides that any categorical aid attributable to students be paid to the charter school. It also requires charter schools to comply with current law and regulation regarding the provision of services to students with educational disabilities, limited English proficiency (LEP) and at-risk students.

May a student withdraw from a charter school?

A student may withdraw from a charter school at any time and have his/her records transferred to the district board of education, State district superintendent, another charter school or a private school.

May a charter school expel a student?

A student may be expelled from a charter school. Expulsion criteria must be included within the ***2004 New Jersey Charter School Application*** and approved by the Commissioner. The charter school must comply with the current law regarding expulsion and due process including N.J.A.C. 6A:14-2.8. Any expulsion in a charter school must be made upon the recommendation of the charter school's lead person in consultation with the student's teachers and in compliance with all applicable law and regulation.

EDUCATIONAL PROGRAM

How specific should the education program be in the application?

The educational program must specifically describe the educational goals and curricular and instructional approach of the school for the seven areas of the ***New Jersey Core Curriculum Standards*** and the Cross-Content Workplace Readiness Standards. Include subject matter topics and student measurable objectives/anticipated outcomes as course outlines by grade level and subject for all grades being offered by the charter school. Describe the innovative strategies for

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

learning and teaching that will promote high student achievement. Include any supporting research-based data and/or indicators that provide evidence that the strategies promote high student achievement.

How does the Federal no Child Left Behind Act (NCLB) affect New Jersey Charter Schools?

Because New Jersey charter schools are public schools, almost all the NCLB requirements are applicable to a charter school in New Jersey. See the Federal NCLB website at <http://www.nochildleftbehindact.gov> and the New Jersey Department of Education's website at <http://www.state.nj.us/education>.

Will a charter school be required to implement the New Jersey Core Curriculum Content Standards?

The Charter School Program Act of 1995 requires charter schools to meet the same academic performance standards as established by law and regulation for public school students. Therefore, the charter school should clearly outline in its application how the curriculum will address the *New Jersey Core Curriculum Content Standards* in language arts literacy, mathematics, science, social studies, world languages, comprehensive health and physical education and visual and performing arts as well as the Cross-Content Workplace Readiness Skills.

Is total inclusion permitted for students with educational disabilities?

Inclusion is encouraged for students with educational disabilities in a charter school. The charter school must make available the educational program as prescribed by a student's Individualized Education Program (IEP) that provides for a free, appropriate public education in the least restrictive environment.

Are charter schools required to hire a Child Study Team?

A charter school is required to hire a Child Study Team which includes a school psychologist, a learning disabilities teacher-consultant and a school social worker (see N.J.A.C. 6A:14-3.1). In addition, a charter school may need to hire specialists in the area of disability which may include: speech-language specialists, occupational therapists and physical therapists.

STUDENT ASSESSMENT

Do charter schools have to participate in the Statewide Assessment Program?

Charter schools must participate in the required *Statewide Assessment Program* and will be monitored to assure compliance with statute and regulations concerning assessment and testing. Charter schools must also participate in all other state testing programs that may be instituted. In addition, all charter schools must comply with federal and state NCLB regulations and participate in the NAEP testing if selected.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Will charter schools be required to meet the academic performance standards required of public schools?

The Charter School Program Act of 1995 requires all charter school students to meet the same testing and academic performance standards as established by law and regulation for public school students. A charter school will also identify in its **2004 New Jersey Charter School Application** any non-mandated tests and/or assessment measures that it will implement.

CHARTER SCHOOL STAFF

Who is considered an administrator in a charter school?

An administrator is an employee of a charter school who:

- Holds a position which requires a New Jersey certificate that authorizes the holder to serve as school administrator, principal or school business administrator; or
- Holds a position which requires a New Jersey certificate that authorizes the holder to serve as supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services of a charter school; or
- Holds a position which does not require that the person hold any type of New Jersey certificate but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school.

Must the lead person of a charter school hold a New Jersey school administrator, principal or supervisor certificate?

The lead person of a charter school must hold a New Jersey certificate that corresponds to the title of the lead person as a school administrator, principal or supervisor. If another title is used that does not correspond to a New Jersey certificate, the lead person may not need to hold a New Jersey certificate. However, if the lead person does not hold one of the above certificates, the board of trustees of a charter school must employ or contract with a person who holds a New Jersey standard school administrator, principal or supervisor certificate in accordance with N.J.A.C. 6:11-9 to direct and guide the work or instructional personnel including, but not limited to, the supervision and evaluation of staff and the development and implementation of curriculum.

Must all professional staff be certified?

All classroom teachers, principals and professional support staff employed by a charter school must hold appropriate New Jersey certification in accordance with N.J.A.C. 6A:9. The fiscal operations of the charter school must be overseen by a person who holds a New Jersey standard or provisional school business administrator certificate in accordance with N.J.A.C. 6A:9. Charter schools may share the services of a certified school business administrator.

May a nurse be hired on a part-time basis? Does he/she have to be a certified school nurse?

A school nurse should be employed in accordance with N.J.A.C. 6A:16. He/She must hold a New Jersey school nurse certificate.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

Do individuals who evaluate teachers have to hold at least a supervisor certificate?

Any individual who evaluates teachers must hold a New Jersey supervisor, principal or school administrator certificate.

May a passing grade on the PRAXIS and a bachelor's degree be waived as certification requirements and/or alternate route requirements?

A passing grade on the Praxis and a bachelor's degree cannot be waived as certification requirements or alternate route requirements. To be hired, a person must meet both of the above requirements and hold a Certificate of Eligibility with Advanced Standing or a Certificate of Eligibility.

May a person holding a Certificate of Eligibility with Advanced Standing or a Certificate of Eligibility teach?

A person holding a Certificate of Eligibility with Advanced Standing or a Certificate of Eligibility may be hired. The candidate cannot teach students until appropriate paperwork for the Provisional Teacher Program is filed by the charter school with fees paid to the Office of Licensure and Credentials, New Jersey State Department of Education, 609-292-2070.

Must teaching staff members meet the NCLB requirements for highly qualified teachers?

Charter school staff must meet applicable NCLB requirements for highly qualified teachers.

How can a public school employee be part of a charter school?

Teaching staff members can be part of the founding group seeking to establish a charter school. In a currently existing district school, teaching staff members can be part of the 51 percent of teaching staff necessary to enable the district school to convert to charter school status. A public school employee can request a leave of absence of up to three years from a district board of education or State district superintendent of a school district in order to work in a charter school. The district must not unreasonably withhold approval for the requested leave of absence.

What happens if a public school employee leaves or is dismissed from a charter school while on leave of absence from a district board of education?

A public school employee who leaves or is dismissed from a charter school during his/her leave of absence has the right to return to the employee's former position in the public school district which granted the leave of absence, provided the employee is otherwise eligible for employment in the district school.

What happens to seniority and tenure of a public school employee on leave and working in a charter school?

During an approved leave of absence, a tenured public school employee retains tenure and continues to accrue seniority in the public school district should he/she return to the district school when the leave ends. If a public school employee stays in the charter school beyond the three-year leave of absence, he/she loses any tenure and seniority rights that he/she has in the school district and acquires streamline tenure rights in the charter school.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

What collective bargaining agreement will the charter school use?

In the case of a currently existing public school becoming a charter school, all school employees of the charter school are members of the bargaining unit defined in the applicable agreement and must be represented by the same majority representative organization as the employees covered by that agreement. In all other charter schools, the board of trustees of the charter school may choose whether or not to offer the terms of any collective bargaining agreement already established by the school district for its employees. The board of trustees is required, however, to adopt any health and safety provisions of that collective bargaining agreement.

How is streamline tenure acquired?

All teaching staff members, janitors and secretaries shall acquire streamline tenure in a charter school after three consecutive academic years, together with employment at the beginning of the next succeeding academic year. Streamline tenure is acquired by charter school employees pursuant to guidelines established by the Commissioner which appear in the *New Jersey Administrative Code, Charter Schools* (Appendix B). The Streamline Tenure Guidelines regarding acquisition, filing of and response to tenure charges, arbitration and dismissal appear in Appendix C.

FACILITY

Where may a charter school be located?

A charter school must locate its facility in its district of residence or in one of the districts of its region of residence. A charter school may be located in part of an existing public school building, in space provided on a public work site, in a public building or any other suitable location.

May a charter school build its facility?

A charter school cannot construct a facility with public funds. However, as of March 19, 2002, charter schools are permitted to apply for federal funds for construction on a competitive basis under P.L. 20002, c.10.

Must a charter school abide by all facility regulations for public schools?

The facility of a charter school is exempt from public school facility regulations except those pertaining to the health and safety of students and equal and bias-free access.

What criteria must be met for a charter school to open its facility?

A charter school must abide by the *Uniform Construction Code*. In order to open its doors and begin serving students in its facility, a charter school must obtain from the local municipal enforcing official:

- A certificate of occupancy for “E” (education) use group;
- A fire inspection certificate for code “Ae” (education); and
- A sanitary inspection report with a “Satisfactory” rating.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

May a charter application be approved if a facility has not been acquired at the time the application was submitted?

A charter school must provide the description of and an address for a potential facility as part of the **2004 New Jersey Charter School Application**. The description shall include the square footage of the facility and the number of classrooms, multi-purpose room(s), offices, gymnasium, cafeteria, restrooms, etc. A description of a contingency plan that would allow the charter school to open on time should the first choice for a facility fail as well as a timeline for facility acquisition and renovations, if necessary, should be included as part of the application.

ACCOUNTABILITY

What happens when a complaint is filed against a charter school?

Complaints alleging violations of *The Charter School Program Act of 1995* may be brought before the charter school board of trustees. The board of trustees may refer the complaints to an Advisory Grievance Committee that must be established by the board and must consist of only parents and teachers who are selected by the parents and teachers of the school. This committee will make non-binding recommendations to the board of trustees concerning the disposition of the complaint. The Commissioner will investigate and respond to a complaint that the complainant determined has not been adequately addressed by the board of trustees. Complaints alleging violations of federal or state law or regulation regarding special education will be administered in accordance with N.J.A.C. 6A:14.

What are the reporting requirements for a charter school?

A charter school must:

- Submit an annual report on August 1 of each year in a format prescribed by the Commissioner to the district board(s) of education or State district superintendents of the district of residence or region of residence, the respective county superintendent of schools and the Commissioner in accordance with N.J.A.C. 6A:11-2.2 (a);
- Make the annual report available to the parents/guardians of students enrolled in the charter school;
- Submit documentation annually to the Commissioner and in a format prescribed by the Commissioner pursuant to N.J.A.C. 6:11-2.2; and
- Submit documentation to the Commissioner for approval prior to the opening of school on dates specified by and in a format prescribed by the Commissioner pursuant to N.J.A.C. 6:11-2.1(h) and N.J.A.C. 6:11-2.2(b).

What are the fiscal reporting requirements for a charter school?

A charter school must:

- Submit data on student composition no later than April 15 of the school year in which a charter school is approved or no later than January 15 of the school year following the school year in which a charter school that elects to take a planning year was approved;
- Submit data on student composition no later than January 15 in subsequent years;

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

- Conduct an enrollment count on June 1, October 15, February 15 and the last day of the school year;
- Provide a copy of the monthly financial reports submitted to the board of trustees within 30 days after the end of September, December and March.
- Submit evidence of a uniform system of double-entry bookkeeping in conformance with Generally Accepted Accounting Principles (GAAP) by July 31 and prior to final approval of its charter.

FINANCES AND TRANSPORTATION

Is the board of trustees of a charter school held to the same financial guidelines as the district board of education?

The board of trustees of a charter school must:

- Comply with Generally Accepted Accounting Principles (GAAP), established by the Governmental Accounting Standards Board (GASB), in accordance with N.J.S.A. 18A:4-14 and N.J.A.C. 6A:23;
- Develop an accounting system that is organized and operated on a fund basis;
- Ensure that the accounting system provides the basis for appropriate budgetary control;
- Submit to the Commissioner a budget summary, budget narrative and cash flow statement for the subsequent fiscal year on or before March 30 of each year; and
- Prepare monthly financial statements and reports of financial condition and operating results. (Refer to the *New Jersey Administrative Code, Finance and Business Services* at N.J.A.C. 6A:23.)

How will charter schools be funded?

A charter school will be funded based on its student enrollment. Funding will flow from the state to the district board of education and then to the charter school. The district in which a student attending the charter school resides will pay the lower of either 90 percent of the program budget per pupil for the specific grade level in the district or 90 percent of the maximum T&E amount. For any student enrolled in a charter school in which 90 percent of the program budget per pupil for the specific grade level is greater than 90 percent of the maximum T&E amount, the state shall pay the difference between the two amounts directly to the charter school. The Act also provides that the cost for non-resident students will be based on per pupil amount for the specific grade level of the district in which the student resides and capped by the program budget per pupil for the specific grade level in the district in which the charter school is located.

May a charter school charge tuition?

The *Charter School Program Act of 1995* specifically prohibits a charter school from charging tuition.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

May a charter school contract with a district board of education, a county educational services commission or another charter school to provide certain services (health insurance, maintenance, child study teams, etc.)?

A charter school may enter into a contract with a district board of education, a county educational services commission or another charter school to provide services.

Does a charter school need to incorporate?

Once the charter is approved, a charter school should file for a New Jersey Certificate of Incorporation with the Division of Treasury Commercial Recording. The Certificate of Incorporation must be issued in the name of the charter school.

Does a charter school need to get a Federal Employer Identification Number?

A charter school must fill out the necessary paperwork with the IRS to receive a Federal Employer Identification Number (EIN). This number is required for a charter school to receive federal and state funds.

Must a charter school obtain 501(c)(3) non-profit status?

It is not necessary for a charter school to obtain 501(c)(3) non-profit status. However, a charter school interested in doing so should seek legal advice on its eligibility to obtain 501(c)(3) status and the benefit of obtaining that status.

How are students in a charter school accounted for in the school register?

School districts are required to identify charter school students who are residents in the district in the school register. The school districts in which students reside must enroll those students in the school register and treat them as resident students for purposes of state aid. The charter school's responsibility is to ensure the attendance of those students enrolled in their school in accordance with N.J.S.A. 18A:38 et seq. and N.J.A.C. 6:3-9. A charter school shall record student attendance in the school register. If a student transfers back to the school district in which he/she resides or will attend a non-public school, the charter school must immediately notify the school district in which the student resides in writing of this condition. Transfer cards and records of the student must be sent in a timely manner to the district in which the student resides to report correctly the school status of the student in his/her district's school register. All copies of source documents related to the determination of state aid must be maintained in both the school district in which each student resides and the charter school.

Who may sign checks?

The board of trustees must approve all expenditures and all checks must be signed by the board president and the board secretary.

May a charter school use credit cards?

Use of credit cards for purchase of goods or services is prohibited. Purchases made by charter schools must comply with N.J.S.A. 18A:18A-1 et seq., the Public School Contracts Law and the payment of claims by a charter school must comply with N.J.S.A. 18A:19-1 et seq., "Expenditures of Funds; Audit and Payment of Claims." These regulations are intended to

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

ensure that competitive bidding procedures are followed and certifications regarding the authenticity of claims are received. Pursuant to N.J.S.A. 18:19-13 and N.J.A.C. 6A:23-2, a charter school may establish a petty cash fund at the beginning of each year or as needed, for the purpose of making immediate payments of comparatively small amounts. Large purchases should be made through the contractual order system.

May a charter school take out a loan?

A charter school may incur debt for a period no greater than 12 months except:

- During the first year that a charter school is approved when the debt is incurred by the charter school for a period no longer than January 15 of the preceding school year to June 30 of the first school year of the charter; and
- For all other years that a charter school is approved when the debt incurred by the charter school for a period of 12 months or greater is fully secured by the value of the real property or other asset, so that the total value of all such debt does not exceed the total appraised value of the property or asset by which the debt is secured and is non-recourse to the charter school.

How will transportation be provided for charter school students?

Transportation of students to and from a charter school who reside in the district of residence or region of residence of the charter school shall be provided on the same terms and conditions as transportation is provided to students attending the schools of the district board(s) of education. *The New Jersey Administrative Code, Student Transportation* section outlines specific procedures and responsibilities regarding the transportation of students from the district of residence or region of residence as well as non-resident students. Appendix G contains N.J.A.C. 6A:27-3 for applicable regulations for charter schools. In addition, transportation will be provided to students with disabilities as required by each individual education program.

FOR-PROFIT AND NON-PROFIT PRIVATE ENTITY INVOLVEMENT

May a charter school board of trustees delegate its responsibilities to a for-profit educational management organization, a non-profit organization or a consultant organization?

A charter school board of trustees may not delegate any of its responsibilities as outlined in statutes and regulations to any private entity whether it be a for-profit educational management organization, a non-profit organization or a consultant organization.

May the charter school board of trustees hire a for-profit educational management organization or consultant organization to operate the charter school?

A charter school board of trustees may hire a for-profit educational management organization or consultant organization to conduct certain operations of the school. The intent to hire such an organization and the extent to which the for-profit educational management organization or consultant organization will be involved in the operation of the school must be clearly outlined in the ***2004 New Jersey Charter School Application***. The board of trustees must comply with state bidding procedures in the recruitment and selection of such a firm in accordance with public

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

school contract law at N.J.S.A. 18A:18A and may not conduct this process until after the school is approved for charter. The name of the charter school may not include the name or identification of the private entity. The private entity may not realize a net profit from its operation of the charter school.

May representatives of a for-profit educational management organization or consultant organization serve on the charter school board of trustees?

As a for-profit private entity, an educational management organization or consultant organization is a vendor; therefore, its representatives may not serve on the board of trustees of the charter school.

May the charter school board of trustees use a non-profit organization to operate the charter school?

A charter school board of trustees may hire a non-profit organization to conduct certain operations of the school. The intent to hire such an organization and the extent to which the non-profit organization will be involved in the operation of the school must be clearly outlined in the ***2004 New Jersey Charter School Application***. The board of trustees must comply with state bidding procedures in the recruitment and selection of such a firm in accordance with public school contract law at N.J.S.A. 18A:18A and may not conduct this process until after the application is approved for charter. Services of a non-profit organization may be donated to a charter school.

Are there any restrictions on a non-profit organization's role with a charter school?

As a non-profit private entity, representatives of the non-profit organization shall not constitute a majority of the board of trustees of the charter school. The name of the charter school may not include the name or identification of the private entity. The private entity may not realize a net profit from its operation of the charter school.

Classification of Instructional Program (CIP)

The most current CIP List is CIP 2000

Available via the Web at: <http://nces.ed.gov/pubs2002/cip2000/>.

For Further Information Contact:

Roger McCloughan, Education Development Program Specialist
New Jersey State Department of Education
Division of Educational Programs and Assessment
Office of Vocational - Technical, Career and Adult Programs
Bureau of Career Preparation
Phone: (609) 292-7452
Preferred Fax: (609)599-6517
Fax (Bureau of Career Preparation): (609) 984-5347
E-mail: roger.mccloughan@doe.state.nj.us

CHARTER SCHOOLS PROPOSED CODE

<http://www.state.nj.us/education>



Search “Administrative Code”



Charter Schools Proposed Code

**Chapter N.J.A.C. 6A:11
and
Chapter N.J.A.C. 6A:23**

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

OFFICE OF INNOVATIVE PROGRAMS AND SCHOOLS

APPROVED CHARTER SCHOOLS *Updated March 15, 2004*

COUNTY		CHARTER SCHOOL
1.	Atlantic Cohort 4	Galloway Community Charter School District: Galloway Township 2003-04 Focus: Kindergarten to grade 6 with 465 students Four-Year Projection: Kindergarten to grade 6 with 465 students Contact: Ms. Deborah A. Nataloni Tel: (609) 652-7118 112 South New York Road Fax: (609) 652-3640 Galloway, NJ 08205 Web Address: www.gccscharterschool.org
2.	Atlantic Cohort 3	Oceanside Charter School District: Atlantic City 2003-04 Focus: Pre-kindergarten to grade 8 with 336 students Five-Year Projection: Pre-kindergarten to grade 8 with 356 students Contact: Ms. Jeanine Middleton Tel: (609) 348-3485 1750 Bacharach Boulevard Fax: (609) 348-5951 Atlantic City, NJ 08404 Web Address: www.oceansidecharter.com
3.	Atlantic Cohort 2	PleasantTech Academy Charter School District: Pleasantville 2003-04 Focus: Kindergarten to grade 8 with 264 students Five-Year Projection: Pre-kindergarten to grade 8 with 504 students Contact: Ms. Brigitte White Tel: (609) 383-1717 535 Martin Luther King Avenue Fax: (609) 484-1085 Pleasantville, NJ 08232 Email: hwhit19677@aol.com
4.	Atlantic Cohort 2	Pleasantville Charter School for Academic Excellence District: Pleasantville 2003-04 Focus: Kindergarten to grade 8 with 360 students Five-Year Projection: Kindergarten to grade 8 with 360 students Contact: Ms. Lauren B. Spicer Tel: (609) 407-2145 700 Black Horse Pike Fax: (609) 407-6614 Pleasantville, NJ 08232 Web Address: www.pcsae.org

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

5.	Atlantic & Cape May Cohort 3	chARTer~TECH High School for Performing Arts Region: Linwood City, Mainland Regional, Northfield City, Ocean City, Sea Isle City and Somers Point 2003-04 Focus: Grades 9 to 12 with 250 students Five-Year Projection: Grades 9 to 12 with 250 students Contact: Dr. Janet Mitchell Tel: (609) 926-7458 413 New Road Fax: (609) 926-8472 Somers Point, NJ 08244 Web Address: www.charterstech.org
6.	Bergen Cohort 2	Englewood on the Palisades Charter School District: Englewood City 2003-04 Focus: Kindergarten to grade 8 with 230 students Five-Year Projection: Kindergarten to grade 8 with 230 students Contact: Mr. Anthony Barckett Tel: (201) 569-9765 65 West Demarest Avenue Fax: (201) 568-9576 Englewood, NJ 07631 Web Address: www.charterschool@netzero.net
7.	Bergen Cohort 2	Teaneck Community Charter School District: Teaneck Township 2003-04 Focus: Kindergarten to grade 8 with 216 students Five-Year Projection: Kindergarten to grade 8 with 240 students Contact: Mr. Rex Shaw Tel: (201) 833-9600 1650 Palisade Avenue Fax: (201) 833-9225 Teaneck, NJ 07666 Web Address: www.teaneckccs.org
8.	Camden Cohort 5	Camden Academy Charter High School District: Camden City 2003-04 Focus: Grades 9 to 11 with 375 students Four-Year Projection: Grades 9 to 12 with 500 students Contact: Mr. Joseph V. Conway Tel: (856) 365-1000 879 Beideman Avenue Fax: (856) 365-1005 Camden, NJ 08105 Web Address: www.promise-academy.org
9.	Camden Cohort 2	Camden's Promise Charter School District: Camden City 2003-04 Focus: Grade 6 to 8 with 300 students Five-Year Projection: Grades 6 to 8 with 300 students Contact: Mr. Joseph V. Conway Tel: (856) 365-1000 x101 879 Beideman Avenue Fax: (856) 365-1005 Camden, NJ 08105 Web Address: www.promise-academy.org

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

10.	Camden	D.U.E. Season Charter School District: Camden City **2005-06 Focus: Kindergarten, grades 1, 2 and 5 with 215 students Four-Year Projection: Kindergarten to grade 8 with 500 students Contact: Ms. Doris C. Carpenter Tel: (856) 662-3826 1736 Hillcrest Avenue (856) 904-8580 Pennsauken, NJ 08110 Fax: (856) 342-7050 Email: agape54@comcast.net
11.	Camden	Freedom Academy Charter School District: Camden City *2004-05 Focus: Grade 5 with 80 students Four-Year Projection: Grades 5 to 8 with 320 students Contact: Ms. Alana Walls Tel: (856) 655-3607 P.O. Box 1480 Fax: (732) 875-0714 Camden, NJ 08105 Email: awalls@kip.org
12.	Camden Cohort 1	LEAP Academy University Charter School District: Camden City 2003-04 Focus: Kindergarten to grade 11 with 648 students Five-Year Projection: Kindergarten to grade 12 with 702 students Contact: Dr. Stephanie Branch Tel: (856) 614-2088 639 Cooper Street Fax: (856) 614-5601 Camden, NJ 08102 Email: stbranch@camden.rutgers.edu
13.	Essex Cohort 3	Discovery Charter School District: Newark 2003-04 Focus: Grades 4 to 8 with 75 students Five-Year Projection: Grades 4 to 8 with 75 students Contact: Ms. Irene Hall Tel: (973) 623-0222 303-9 Washington Street Fax: (973) 623-0024 Newark, NJ 07102 Email: adewey@aol.com
14.	Essex Cohort 2	East Orange Community Charter School District: East Orange 2003-04 Focus: Kindergarten to grade 4 with 500 students Five-Year Projection: Kindergarten to grade 4 with 500 students Contact: Ms. Linda Muchell Tel: (973) 676-1199 682 Park Avenue Fax: (973) 676-8003 P.O. Box 2186 East Orange, NJ 07017-2186 Email: eoccs@theoccs.org

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

15.	Essex Cohort 4	Gray Charter School District: Newark 2003-04 Focus: Kindergarten to grade 8 with 261 students Four-Year Projection: Kindergarten to grade 8 with 261 students Contact: Miss Verna A. Gray Tel: (973) 824-6661 55 Liberty Street Fax: (973) 824-2296 Newark, NJ 07102 Email: graychartersch@aol.com
16.	Essex Cohort 5	Lady Liberty Academy Charter School District: Newark 2003-04 Focus: Kindergarten to grade 8 with 444 students Four-Year Projection: Kindergarten to grade 8 with 444 students Contact: Dr. Regina Adesanyina Tel: (973) 623-9005 P.O. Box 180 Fax: (973) 623-4088 23 Pennsylvania Avenue Newark, NJ 07114 Email/Web Address: None Available
17.	Essex Cohort 3	Maria L. Varisco-Rogers Charter School District: Newark 2003-04 Focus: Grades 6 to 8 with 64 students Five-Year Projection: Grades 4 to 8 with 144 students Contact: Ms. Teresa Segarra Tel: (973) 621-8209 441-43 Broad Street Fax: (973) 621-8206 Newark, NJ 07102 Email: office@mvrogerscharter.org
18.	Essex Cohort 3	Marion P. Thomas Charter School District: Newark 2003-04 Focus: Kindergarten to grade 6 with 260 students Five-Year Projection: Kindergarten to grade 6 with 280 students Contact: Ms. Delores Thompson Tel: (973) 621-0060 17 Muhammad Ali Avenue Fax: (973) 621-0061 Newark, NJ 07108 Email: admMPTCS@aol.com
19.	Essex Cohort 3	New Horizons Community Charter School District: Newark 2003-04 Focus: Kindergarten to grade 5 with 500 students Four-Year Projection: Kindergarten to grade 5 with 500 students Contact: Dr. Leonard Fitts Tel: (973) 848-0400 45-59 Hayes Street Fax: (973) 596-0984 Newark, NJ 07103 Web Address: www.newcommunity.org/whatwedo_edu

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

20.	Essex Cohort 4	Newark Charter School District: Newark 2003-04 Focus: Grades 6 to 8 with 120 students Four-Year Projection: Grades 6 to 8 with 120 students Contact: Mr. Peter Turnamian Tel: (973) 242-3543 72 Central Avenue Fax: (973) 242-5792 Newark, NJ 07102 Email: pturnamiana@thelearningproject.org
21.	Essex Cohort 1	North Star Academy Charter School of Newark District: Newark 2003-04 Focus: Kindergarten to grade 2, grades 5 to 12 with 408 students Five-Year Projection: Kindergarten to grade 12 with 488 students Contact: Mr. Norman Atkins Tel: (973) 642-0101 10 Washington Place Fax: (973) 642-5800 Newark, NJ 07102 Web Address: www.northstaracademy.org
22.	Essex	Right Path Charter School District: Irvington Township *2004-05 Focus: Kindergarten to grade 2 with 180 students Four-Year Focus: Kindergarten to grade 3 with 240 students Contact: Ms. Wendy Williams Tel: (973) 374-2128 1019 Stuyvesant Avenue 3 rd Floor (201) 852-2955 Irvington, NJ 07111 Fax: (973) 374-1239 Email: miawen@aol.com
23.	Essex Cohort 1	Robert Treat Academy Charter School District: Newark 2003-04 Focus: Kindergarten to grade 7 with 400 students Five-Year Projection: Kindergarten to grade 8 with 450 students Contact: Mr. Michael Pallante Tel: (973) 482-8811 443 Clifton Avenue Fax: (973) 482-7681 Newark, NJ 07104 Email: rtreatacad@aol.com
24.	Essex Cohort 6	TEAM Academy Charter School District: Newark 2003-04 Focus: Grades 5 and 6 with 160 students Four-Year Projection: Grades 5 to 8 with 320 students Contact: Mr. Ryan E. Hill Tel: (973) 705-TEAM (8326) 334 Meeker Avenue, 2 nd Floor Fax: (973) 556-1238 Newark, NJ 07112 Email: rhill@teamacademy.org

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

25.	Hudson Cohort 5	<p>Center for Responsible Economic and Technological Excellence Charter School District: Jersey City</p> <p>2003-04 Focus: Grades 9 to 11 with 375 students</p> <p>Four-Year Projection: Grades 9 to 12 with 500 students</p> <p>Contact: Mr. Stephen S. Lipski Tel: (201) 413-1500 164 Lembeck Street Fax: (201) 413-1800 Jersey City, NJ 07305</p> <p>Email: createhighschool@aol.com</p>
26.	Hudson Cohort 1	<p>Elysian Charter School of Hoboken District: Hoboken</p> <p>2003-04 Focus: Kindergarten to grade 8 with 270 students</p> <p>Five-Year Projection: Kindergarten to grade 8 with 270 students</p> <p>Contact: Ms. Lydia Becker Tel: (201) 876-0102 301 Garden Street Fax: (201) 876-9576</p> <p>Hoboken, NJ 07030</p> <p>Email: info@elysiancharter.org</p>
27.	Hudson Cohort 1	<p>Gateway Charter School District: Jersey City</p> <p>2003-04 Focus: Grades 6 to 8 with 160 students</p> <p>Five-Year Projection: Grades 6 to 8 with 200 students</p> <p>Contact: Ms. Aimee Rodriguez Tel: (201) 653-0016 x200 119 Newkirk Street Fax: (201) 653-1119 Jersey City, NJ 07306</p> <p>Email: gcharterschool@aol.com</p>
28.	Hudson Cohort 2	<p>Hoboken Charter School District: Hoboken</p> <p>2003-04 Focus: Kindergarten to grade 12 with 275 students</p> <p>Five-Year Projection: Kindergarten to grade 12 with 300 students</p> <p>Contact: Mr. James Delaney Tel: (201) 963-0222 Fourth and Garden Streets Fax: (201) 963-0880 3rd Floor Hoboken, NJ 07030</p> <p>Web Address: www.hobokencs.org</p>

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

29.	Hudson Cohort 1	Jersey City Community Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 6 with 462 students Five-Year Projection: Kindergarten to grade 8 with 594 students Contact: Ms. Carletta Martin-Goldston Tel: (201) 433-2288 128 Danforth Avenue Fax: (201) 433-5803 Jersey City, NJ 07305 Email: cgolston@jccs.com
30.	Hudson Cohort 2	Jersey City Golden Door Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 8 with 500 students Five-Year Projection: Kindergarten to grade 8 with 500 students Contact: Mr. Brian Stiles Tel: (201) 795-4400 x3425 180 Ninth Street Fax: (201) 795-3308 Jersey City, NJ 07302 Web Address: www.goldendoorschool.org
31.	Hudson Cohort 1	Learning Community Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 8 with 314 students Five-Year Projection: Kindergarten to grade 8 with 314 students Contact: Ms. Susan Grierson Tel: (201) 332-0900 One Canal Street Fax: (201) 332-4981 Jersey City, NJ 07302 Web Address: www.lccsnj.org
32.	Hudson Cohort 3	Liberty Academy Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 8 with 450 students Four-Year Projection: Kindergarten to grade 8 with 450 students Contact: Mr. Frank McCree Tel: (201) 395-9400 153 York Street Fax: (201) 395-9655 Jersey City, NJ 07302 Web Address: www.libertyacademy.org
33.	Hudson Cohort 4	Schomburg Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 5 with 500 students Four-Year Projection: Kindergarten to grade 5 with 500 students Contact: Ms. Karen W. Jones Tel: (201) 451-7770 ext. 121 508 Grand Street Fax: (201) 451-1770 Jersey City, NJ 07302 Email: karejones@jerseycity.edisonschools.com

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

34.	Hudson Cohort 1	Soaring Heights Charter School District: Jersey City 2003-04 Focus: Kindergarten to grade 8 with 180 students Five-Year Projection: Kindergarten to grade 8 with 184 students Contact: Ms. Claudia Zuorick Tel: (201) 434-4800 1 Romar Avenue Fax: (201) 434-7474 Jersey City, NJ 07305 Email: soaringheights07302@yahoo.com
35.	Hudson Cohort 6	University Academy Charter High School District: Jersey City 2003-04 Focus: Grades 9 and 10 with 250 students Four-Year Projection: Grades 9 to 12 with 500 students Contact: Mr. Sham Bacchus Tel: (201) 200-3200 New Jersey City University Fax: (201) 200-3262 Professional Building 208 2039 Kennedy Boulevard, WSA-275 Jersey City, NJ 07305 Web Address: www.njcu.edu/programs/uachs
36.	Mercer Cohort 2	Emily Fisher Charter School of Advanced Studies District: Trenton 2003-04 Focus: Grades 6 to 12 with 215 students Five-Year Projection: Grades 6 to 12 with 245 students Contact: Mr. G. Dallas Dixon Tel: (609) 656-1444 31 Chancery Lane Fax: (609) 656-0999 Trenton, NJ 08618 Email: fishprep@aol.com
37.	Mercer Cohort 2	Granville Charter School District: Trenton 2003-04 Focus: Kindergarten to grade 9 with 600 students Five-Year Projection: Kindergarten to grade 12 with 799 students Contact: Mr. William Granville, Jr. Tel: (609) 393-3229 or 8197 50 North Clinton Avenue Fax: (609) 599-2977 Trenton, NJ 08609 Email:
38.	Mercer Cohort 2	International Charter School of Trenton District: Trenton 2003-04 Focus: Grades 1 to 5 with 85 students Five-Year Projection: Grades 1 to 5 with 85 students Contact: Ms. Melissa A. Benford Tel: (609) 394-3111 105 Grand Street Fax: (609) 394-3116 Trenton, NJ 08611 Email: mbenford@aol.com

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

39.	Mercer Cohort 3	Pace Charter School of Hamilton District: Hamilton Township 2003-04 Focus: Kindergarten to grade 3 with 120 students Five-Year Projection: Kindergarten to grade 3 with 120 students Contact: Ms. Debbie A. Pontoriero Tel: (609) 587-2288 1949 Hamilton Avenue Fax: (609) 587-8483 Hamilton Township, NJ 08619 Web Address: www.pacecharterschool.com
40.	Mercer Cohort 1	Princeton Charter School District: Princeton Regional 2003-04 Focus: Kindergarten to grade 8 with 280 students Five-Year Projection: Kindergarten to grade 8 with 280 students Contact: Mr. Charles Marsee Tel: (609) 924-0575 575 Ewing Street Fax: (609) 924-7183 Princeton, NJ 08540 Web Address: http://pcs.k12.nj.us
41.	Mercer Cohort 1	Trenton Community Charter School District: Trenton 2003-04 Focus: Kindergarten to grade 9 with 565 students Five-Year Projection: Kindergarten to grade 11 with 725 students Contact: Mrs. Jerri L. Morrison Tel: (609) 393-3220 349 West State Street Fax: (609) 695-0193 Trenton, NJ 08618 Email: rbrady@trentoncommunitycharterschool.org
42.	Mercer Cohort 3	Village Charter School District: Trenton 2003-04 Focus: Kindergarten to grade 6 with 289 students Five-Year Projection: Kindergarten to grade 8 with 340 students Contact: Ms. Sylvia Rider Tel: (609) 695-0110 101 Sullivan Way Fax: (609) 695-1880 Trenton, NJ 08638 Web Address: www.villagecharter.org
43.	Middlesex Cohort 2	Greater Brunswick Charter School Region: Edison Township, Highland Park and New Brunswick 2003-04 Focus: Kindergarten to grade 8 with 180 students Five-Year Projection: Kindergarten to grade 8 with 180 students Contact: Mr. Rick Pressler Tel: (732) 246-5661 P.O. Box 5727 Fax: (732) 246-5663 140 New Street New Brunswick, NJ 08901 Web Address: http://greaterbrunswick.org

2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004

44.	Monmouth Cohort 2	Academy Charter High School Region: Allenhurst, Asbury Park, Avon Borough, Belmar, Bradley Beach, Deal Borough, Interlaken Borough and South Belmar 2003-04 Focus: Grades 9 to 12 with 200 students Five-Year Projection: Grades 9 to 12 with 200 students Contact: Ms. Mary Jo L. Kapalko Tel: (732) 681-8377 1725 Main Street Fax: (732) 681-8375 South Belmar, NJ 07719 Web Address: www.academychartershs.org
45.	Monmouth Cohort 5	Hope Academy Charter School District: Asbury Park 2003-04 Focus: Kindergarten to grade 7 with 120 students Four-Year Projection: Kindergarten to grade 8 with 135 students Contact: Ms. Alexis C. Harris Tel: (732) 988-4227 700 Grand Avenue Fax: (732) 988-9218 Asbury Park, NJ 07712 Email: hopeacademycs@aol.com
46.	Monmouth	Jersey Shore Charter School Region: Eatontown, Oceanport Borough and West Long Branch *2004-05 Focus: Grades 5 to 7 with 180 students Four-Year Projection: Grades 5 to 8 with 240 students Contact: Ms. Cindy Berkowitz Tel: (732) 571-4115 P.O. Box 561 Fax: (732) 571-4113 Eatontown, NJ 07724 Email/Web Address: None Available
47.	Monmouth Cohort 2	Red Bank Charter School District: Red Bank Borough 2003-04 Focus: Kindergarten to grade 8 with 162 students Five-Year Projection: Kindergarten to grade 8 with 162 students Contact: Ms. Meredith Pennotti Tel: (732) 450-2093 65 West Front Street Fax: (732) 936-1923 Red Bank, NJ 07701-8331 Web Address: www.redbankcharterschool.com
48.	Morris Cohort 2	Unity Charter School District: Morris 2003-04 Focus: Kindergarten to grade 8 with 105 students Five-Year Projection: Kindergarten to grade 8 with 105 students Contact: Mr. Bill Feldman Tel: (973) 292-1808 340 Speedwell Avenue Fax: (973) 267-9288 Morristown, NJ 07960 Web Address: www.unity-nj.org

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

49.	Passaic Cohort 2	Classical Academy Charter School of Clifton District: Clifton 2003-04 Focus: Grades 6 to 8 with 108 students Five-Year Projection: Grades 6 to 8 with 108 students Contact: Mr. Vincent DeRosa Tel: (973) 278-7707 20 Valley Road Fax: (973) 278-7720 Clifton, NJ 07013 Web Address: www.classicalacademy.com
50.	Passaic	Great Falls Charter School District: Paterson *2004-05 Focus: Grades 6 to 8 with 162 students Four-Year Projection: Grades 6 to 8 with 324 students Contact: Ms. Silvia Baldowski Tel: (973) 890-1479 236 Ellison Street Fax: (973) 597-6103 Paterson, NJ 07501 Email: sbaldowski@lowenstein.com
51.	Passaic Cohort 7	Paterson Charter School for Science and Technology District: Paterson 2003-04 Focus: Grades 6, 7 and 9 with 178 students Four-Year Projection: Grades 6 to 12 with 497 students Contact: Mr. Frank Kosar Tel: (973) 247-0600 5-7 Mill Street Fax: (973) 247-9924 Paterson, NJ 07501 Email: patersoncharter@verizon.net
52.	Sussex Cohort 1	Sussex County Charter School for Technology District: Sparta 2003-04 Focus: Grades 7 and 8 with 100 students Five-Year Projection: Grades 7 and 8 with 100 students Contact: Ms. Jill Eckel Tel: (973) 383-6700 x286 105 North Church Road Fax: (973) 383-2901 Sparta, NJ 07871 Email: jeckel@sussex.tec.nj.us
53.	Union Cohort 4	Queen City Academy Charter School District: Plainfield 2003-04 Focus: Kindergarten to grade 8 with 177 students Four-Year Projection: Kindergarten to grade 8 with 177 students Contact: Ms. Cynthia Cone Tel: (908) 753-4700 7-9 Watchung Avenue Fax: (908) 753-4816 Plainfield, NJ 07060 Web Address: www.queencity.edu

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

54.	Warren	<p>Ridge and Valley Charter School Region: Blairstown Township, Frelinghuysen Township, Hardwick Township, Knowlton Township and North Warren Regional *2004-05 Focus: Kindergarten to grade 8 with 90 students Four-Year Projection: Kindergarten to grade 8 with 135 students Contact: Ms. Carol Barnett Tel: (908) 362-1114 93 Kerrs Corner Road Fax: (908) 362-6680 Blairstown, NJ 07825 Email: ridgeandvalley@earthlink.net</p>
<p>Cohort 1 Opened 1997 – Renewed December 2000 for 2001-02 school year Cohort 2 Opened 1998 – Renewed December 2001 for 2002-03 school year Cohort 3 Opened 1999 – Renewed December 2002 for 2003-04 school year Cohort 4 Opened 2000 – Renewed December 2003 for 2004-05 school year Cohort 5 Opened 2001 Cohort 6 Opened 2002 Cohort 7 Opened 2003</p>		

M:\54ApprovedCharterSchoolList.doc

***Scheduled to open in the 2004-05 school year (5 charter schools)**

****Scheduled to open in the 2005-06 school year (1 charter school)**

New Jersey Department of Education

New Jersey Department of Education

100 River View Plaza, Route 29
P. O. Box 500
Trenton, NJ 08625-0500

William L. Librera, Ed.D., Commissioner

Division of Educational Programs and Assessment

Richard C. Ten Eyck, Assistant Commissioner

Office of Innovative Programs and Schools

Michael K. Klavon, Director
Rochelle Hendricks, Manager

Charter Schools Initiative

Donna Best
Dorothy Coluccio
Veronica Geyer
Ann Hermann
Cynthia Hoenes
Edward Patrick
Colleen Schulz

(609) 292-5850 Telephone

(609) 633-9825 Fax

njcharter@doe.state.nj.us

Web site: **<http://www.state.nj.us/njded/chartsch/>**

New Jersey Department of Education

New Jersey Department of Education

100 River View Plaza, Route 29

P. O. Box 500

Trenton, NJ 08625-0500

William L. Librera, Ed.D., Commissioner

Division of Finance

Richard Rosenberg, Assistant Commissioner

Office of School Funding

Yut'se Thomas, Director

Charter Schools Initiative

Kathleen Ambrosio

Karina Bielaus

Nancy Burridge

Jacqueline Grama

Charles Kahil

Nicole Kane

(609) 984-5902 Telephone

(609) 292-6794 Fax

njcharter@doe.state.nj.us

Web site: **<http://www.state.nj.us/njded/chartsch/>**

**2004 NEW JERSEY CHARTER SCHOOL APPLICATION
DUE JULY 15, 2004**

STATE AND NATIONAL CONTACTS

ORGANIZATION	CONTACT AND ADDRESS
1. NEW JERSEY PUBLIC CHARTER SCHOOLS ASSOCIATION	Jennifer Langer, Executive Director 349 West State Street Trenton, NJ 08618 (609) 989-9700 Telephone (609) 989-7745 Fax
2. NEW JERSEY PUBLIC CHARTER SCHOOL RESOURCE CENTER RUTGERS UNIVERSITY— CENTER FOR EFFECTIVE SCHOOL PRACTICES	Heather Ngoma, Director Rutgers University 80 Cottontail Lane, Suite 410 Somerset, NJ 08873 (732) 564 -9087 Telephone (732) 564-9099 Fax hngoma@rci.rutgers.edu E-mail
3. THE CENTER FOR EDUCATION REFORM	Jeanne Allen, President 1001 Connecticut Avenue, N. W., Suite 204 Washington, DC 20036 (202) 822-9000 Telephone (202) 822-5077 Fax
4. EDUCATION COMMISSION OF THE STATES	Ted Sanders, President 700 Broadway, Suite 1200 Denver, CO 80203 (303) 299-3635 Telephone (303) 296-8332 Fax
5. U. S. DEPARTMENT OF EDUCATION	Valerie Smith Deputy Secretary Regional Representative Region Two 75 Park Place 12 th Floor New York, New York 10007 (212) 637-6284 Telephone
6. U.S. CHARTER SCHOOLS	U.S. Charter Schools Web Site www.uscharterschools.org

**NEW JERSEY ADMINISTRATIVE CODE,
STUDENT TRANSPORTATION
N.J.A.C. 6A:27
Adopted December 2000**

SUBCHAPTER 3. CHARTER SCHOOL TRANSPORTATION

6A:27-3.1 General provisions

- (a) Transportation or aid in lieu of transportation shall be provided to charter school students pursuant to N.J.S.A. 18A:39-1 et seq. A charter school shall be considered a public school offering a specialized program.
- (b) The transportation of students to and from a charter school shall be the responsibility of the board of education of the school district in which each student resides. Students who reside less than remote from their charter school are eligible for transportation in accordance with the policies of the district board of education in which they reside.
- (c) Eligible students shall receive transportation or aid in lieu of transportation based upon the date of receipt of the applications for charter school transportation by the district boards of education in which the students reside.
- (d) Charter school students who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school students residing within the district in which the charter school students reside.
- (e) The expenditure for the transportation of charter school students who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic school maximum statutorily established expenditure per student in accordance with N.J.S.A. 18A:39-1.
- (f) Transportation shall be provided to students in accordance with the charter school calendar.

6A:27-3.2 Eligibility requirements

- (a) Students in kindergarten through grade eight who reside more than two miles and students in grades nine through 12 who reside more than two and one-half miles from the charter school that they attend are eligible for transportation services.
- (b) Special education students attending a charter school shall be eligible for transportation services if they meet the distance requirements of (a) above, or transportation is required in the student's Individualized Education Program (IEP).

6A:27-3.3 Transportation within the district or region of residence

Eligible charter school students who reside in the district or region of residence in which the charter school is located shall be provided transportation on the same terms and conditions as transportation is provided to students attending other public schools located within the district in which the charter school student resides.

APPENDIX G

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

6A:27-3.4 Transportation outside the district or region of residence

(a) Eligible charter school students who reside outside of the charter school's district or region of residence shall be provided transportation services within the annual nonpublic school maximum statutorily established expenditure per student in accordance with N.J.S.A. 18A:39-1.

1. If the cost of transportation exceeds the maximum allowable expenditure, then the parents or legal guardians of each student may choose to pay the amount in excess of the annual maximum, or they shall be entitled to the maximum allowable expenditure as aid in lieu of transportation. The parents or legal guardians of each student shall notify the district board of education in which the student resides, in writing, of their choice of paying the additional amount or of receiving aid in lieu of transportation. If the parents or legal guardians of the student do not submit a written request for transportation services to the district board of education within seven days of receipt of the district's notice, then the student shall not be transported, but the parents or legal guardians shall be entitled to the annual maximum allowable expenditure in lieu of transportation.

2. Once the parents or legal guardians of each student notify the district boards of education in which the students reside that they agree to pay the amount over the annual maximum statutorily established amount, the parents or legal guardians are no longer entitled to receive aid in lieu of transportation for that school year.

3. The payment of aid in lieu of transportation may be adjusted when the request for transportation is received after the start of the charter school's year, or when the student withdraws from the charter school before the close of the charter school's year.

4. District boards of education shall pay aid in lieu of transportation to the parents or legal guardians of eligible charter school students for each half of the academic year. Payment shall be made after the certification form verifying attendance is submitted by the lead person of the charter school and the voucher for payment is properly completed and returned by the parents or legal guardians to the district boards of education in which the students reside. District boards of education shall not be required to pay aid in lieu of transportation when the voucher for payment is received after the close of the fiscal year.

(b) District boards of education shall not be required to bid for transportation services but may instead pay aid in lieu of transportation when the request for transportation is received after the start of the school year.

6A:27-3.5 Responsibilities of district boards of education

(a) District boards of education shall determine eligibility and provide transportation or aid in lieu of transportation to eligible charter school students.

(b) District boards of education shall establish policies and procedures for the provision of charter school transportation in excess of the maximum statutorily established nonpublic school per student expenditure pursuant to N.J.S.A. 18A:39-1.

(c) By August 1, the board of education of the school district in which each student resides shall notify the parents or legal guardians and the lead person of the charter school regarding the determination of the request for transportation services.

(d) District boards of education shall submit the Charter School Certification of Attendance forms, as prescribed by the Commissioner of Education, to the charter school for the January and May certifications.

(e) District boards of education shall send the Request for Payment of Transportation Aid voucher to the parents or legal guardians of eligible charter school students for the first and second semester aid in lieu of transportation payments.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

6A:27-3.6 Responsibilities of the charter school administrator

(a) The lead person of the charter school shall notify the district board of education in which each student resides of the need for transportation. Notification shall be given by March 15 preceding the school year in which transportation services are to be provided, or at the time of each student's registration in the charter school if such registration occurs after March 15. This notification shall be submitted on the form prescribed by the Commissioner of Education and shall include the student's name, address, grade, one-way mileage from the student's home to the charter school and the name of the last school of attendance, if any. A late application shall be any request received by the district board of education after March 15.

(b) The lead person of the charter school shall submit the school calendar to all district boards of education responsible for providing transportation services for their students by May 15 preceding the school year in which transportation is being requested.

(c) In January and May of each year, the lead person of the charter school shall certify, on forms prescribed by the Commissioner of Education, that the students were enrolled for each semester of the academic year. The certification forms shall be returned to the district board of education in which each student resides as prescribed by the board.

(d) The lead person of the charter school shall immediately notify the district boards of education in which the students reside when a student eligible for transportation or aid in lieu of transportation has a change in address or withdraws from the charter school.

6A:27-3.7 Responsibilities of the parents or legal guardians

(a) At the time of enrollment in a charter school, it shall be the responsibility of the parents or legal guardians of a charter school student to provide the lead person of the charter school with the student's name, address, grade, one-way mileage from the student's home to the charter school and the name of the last school of attendance, if any.

(b) When a student lives outside of a charter school's district or region of residence, the parents or legal guardians of that student shall notify the district board of education in which the student resides, in writing, of their choice of paying the amount in excess of the maximum statutorily established nonpublic school per student expenditure, or receiving aid in lieu of transportation.

1. If the parents or legal guardians of the charter school student do not submit a written request for transportation services, then the student shall not be entitled to transportation, but the parents or legal guardians shall receive the annual maximum statutorily established amount in lieu of transportation.

2. The student's parents or legal guardians who choose to pay for transportation shall do so in the manner prescribed by the district board of education in which the student resides.

3. The student's parents or legal guardians receiving aid in lieu of transportation shall submit a Request for Payment of Transportation Aid voucher to the district board of education in which the student resides in the manner prescribed by the board in order to receive aid in lieu of transportation.

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

CHARTER SCHOOL START-UP GRANT INFORMATION

Eligibility

Successful new charter applicants will be eligible to receive one planning and implementation grant (start-up grant) under the New Jersey Charter Schools Grant Program. Funding for this program is 100 percent federally funded under the U.S. Department of Education Public Charter Schools Program (P.L. 103-382, Part C – Public Charter Schools), and is subject to the availability of these funds.

Grant Amount and Parameters

Grant awards under this program are made for a period of not more than three years, of which the eligible applicant may use not more than 18 months for planning and program design, and not more than two years for the initial implementation of a charter school. The grant amount is subject to the availability of federal funds. The anticipated minimum award will be **\$150,000** per year, or **\$450,000** over a three-year grant period. Use of funds is restricted to allowable costs directly related to the establishment of the charter school. Equipment, textbooks, curriculum materials, supplies, professional development activities, purchased services of specialists and/or consultant fees are among the allowable costs. Applicants should note that grant funds may be used to cover the cost of not more than three months lease payments on a rented facility prior to the school opening to serve students. Additionally, grant funds may be used to cover the cost of not more than three months of full-time salary for up to two staff positions, such as a lead person and lead teacher, prior to the school opening to serve students.

Application Procedure

Following initial pre-screening of the charter application to determine eligibility for full review and evaluation, new charter applicants will receive a supplementary packet of grant-related forms to complete and submit in the fall following the July 15 charter application deadline. These forms will include a project activity plan and budget detail: that is, the specifics of how the prospective charter school intends to allocate the grant money if a charter application is approved in January.

Upon announcement of charter application approval, the final and complete copy of the approved charter application will serve as the body of the school's grant application. Together with the project activity plan and budget detail forms submitted after preliminary charter application screening, the application for receipt of a New Jersey Charter Schools Program "start-up" grant will be complete at this point.

Non-Profit Status and the Receipt of Grant Funds

The application procedures for the New Jersey Charter Schools Grant Program have been designed to provide "introduce" grant funding as quickly as possible after the approval of the charter application is announced in January. **However, grant funds cannot be released until**

<p style="text-align: center;">2004 NEW JERSEY CHARTER SCHOOL APPLICATION DUE JULY 15, 2004</p>

after the new charter school's tax exempt status is fully established. Prospective charter schools, therefore, should carefully

consider the timing of their application for non-profit status in order to avail themselves of grant funding as quickly as possible following the announcement of charter application approval.

Necessary Components of Application for Start-up Funding

Current federal guidelines for the Public Charter Schools Grant Program require specific elements to be addressed by any new charter school applying for these grant funds. New Jersey's standard charter application process satisfies the thirteen federally required elements within the original charter application. Should additional information be necessary, the charter applicant will be asked to submit an addendum to grant materials.

The thirteen elements required for charter school planning and implementation grants under current federal guidelines can be accessed at: www.ed.gov/programs/charter/legislation. Click on Title V, Part B Public Charter Schools, then click on Section 5203. The required elements appear in Paragraph (b) (3) (A through N).